



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

JUNE 1, 2015

7:00 P.M.

- 5:30 pm – Finance & Administration Committee – Med-A-Vision Presentation
- 6:00 pm – Finance & Administration Committee Meeting

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

- October 21, 2013 Minutes
- November 18, 2013 Minutes
- December 2, 2013 Minutes
- December 16, 2013 Minutes
- January 6, 2014 Minutes
- January 21, 2014 Minutes
- February 3, 2014 Minutes
- February 18, 2014 Minutes
- March 3, 2014 Minutes
- March 17, 2014 Minutes
- April 7, 2014 Minutes
- April 22, 2014 Minutes
- May 5, 2014 Minutes
- May 19, 2014 Minutes
- June 16, 2014 Minutes
- May 18, 2015 Minutes
- May 20, 2015 Budget Meeting Minutes
- May 26, 2015 Budget Meeting Minutes

3. COMMUNICATIONS

4. REPORTS

- Finance Committee Minutes – 5/4/2015
- Infrastructure Committee Minutes – 4/27/2015
- Monthly Reports – April, 2015

C. PUBLIC COMMENTS

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

## D. POLICY AGENDA

## 1. NEWS, PRESENTATIONS &amp; AWARDS

## 2. PUBLIC HEARINGS

## 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

## 4. UNFINISHED BUSINESS

- a. Stormwater 101 Presentation – Phil Ruck
- b. Zoning Ordinance Text Amendment, Article 3.9 Rural District Frontage Exception for Cul-de-sac Lots – Introduction for Public Hearing
- c. Zoning Ordinance Text Amendment, Article 3.2 Industrial District Building Height Standards – Introduction for Public Hearing
- d. Zoning Ordinance Text Amendment, Article 4.3 Conditional Lot Dimensions – Introduction for Public Hearing
- e. Zoning Ordinance Text Amendment, Article 4.15 Water Recreation and Article 7.2 Definitions – Introduction for Public Hearing
- f. Zoning Ordinance Text Amendment, Article 3.13 Business B District – Introduction for Public Hearing
- g. License Plates Issuance – Finance Committee Recommendation
- h. Budget Review & Introduction for Public Hearing
- i. Saturday Bus Service – Finance Committee Recommendation for Public Hearing
- j. Interim Town Manager

## 5. NEW BUSINESS

- a. Permission to Close Lower Coldbrook Road for Water Line Project for 7 to 10 days starting June 8<sup>th</sup> – Infrastructure Committee Recommendation
- b. Reimburse Snowmobile Club for Partial Well Pump Replacement Costs – Infrastructure Committee Recommendation
- c. Audio/Visual Equipment Replacement Bid – Infrastructure Committee Recommendation

## E. COMMITTEE REPORTS

## F. MANAGER'S REPORT

## G. COUNCILORS' COMMENTS

## H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

OCTOBER 21, 2013

7:00 P.M.

Attending:

Mayor Janet Hughes  
Councilor Tom Brann  
Councilor David Ryder  
Councilor Jean Lawlis  
Councilor Bill Shakespeare  
Councilor Carol Duprey

Town Manager Susan Lessard  
Town Attorney Thomas Russell  
Town Clerk Denise Hodsdon  
Public Safety Director Joe Rogers  
Police Sgt. Dan Stewart  
Rep. Brian Duprey  
HA Principal Ruey Yehle  
Members of the Media

The meeting was called to order by Mayor Hughes at 7:00 pm.

A. **CONSENT AGENDA** – Motion by Councilor Lawlis, seconded by Councilor Shakespeare to accept the Consent Agenda. Unanimous vote in favor.

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

a. Hannaford Supermarket – Victualer's License Renewal

4. REPORTS

a. Bangor Humane Society – Stray Animal Report – September 2013

b. Finance & Administration Committee Meeting Minutes – 10/7/13

B. PUBLIC COMMENTS – None.

C. POLICY AGENDA

1. PUBLIC HEARINGS – None.

2. NOMINATIONS – APPOINTMENTS – ELECTIONS – None.

3. UNFINISHED BUSINESS

a. Proposed Zoning Map Amendment, Swan Property – Introduction for Public Hearing – Councilor Brann introduced this for public hearing at the next meeting.

- b. School Resource Officer Grant – Councilor Shakespeare –**  
*Councilor Shakespeare explained that he had asked to have this placed on the agenda after a citizen was quoted by Bangor Daily News as saying the Council decision to accept the grant at the last meeting was “grossly irresponsible”. Councilor Shakespeare noted that Sgt. Dan Stewart’s briefing and the discussion of adding a second SRO happened during the Finance & Administration Committee meeting prior to the last Council meeting. At the Council meeting, it was reported that the Finance Committee voted 4-2 to accept the grant, but the public did not hear Sgt. Stewart’s briefing at the televised Council meeting. He asked Sgt. Stewart to give the presentation again tonight. Sgt. Stewart explained that the grant is for \$125,000 for a 3-year period with the requirement to retain the SRO for a 4<sup>th</sup> year at the expense of the Town and/or School District. Sgt. Stewart explained the duties and responsibilities of the SRO and he talked about some of the projects he is working on. The Council had questions for Sgt. Stewart and Public Safety Director Joe Rogers about certain instances and how much time it takes away from his other SRO duties. Members of the public had questions and comments about the need for a second SRO. Most of those who spoke commented that they didn’t question the merits of the program, but they felt the need for a second officer was unwarranted and expressed concerns about funding the position, noting that taxes would have to go up as a result. Following public comments and considerable Council discussion regarding the pros and cons of adding a second officer, Mayor Hughes moved to set aside \$20,000 from the Host Community Benefits fund, to fund this program for the first six months. Councilor Brann seconded the motion and vote was 4 in favor (Lawlis, Brann, Hughes and Shakespeare) and 2 opposed (Ryder and Duprey); motion carried.*
- c. Coldbrook Road Cancer Concerns – Update – Manager Lessard**  
*reported that she has been in touch with Maine Cancer Registry Executive Director Molly Schwenn. She is working on gathering information and will be at the November 18<sup>th</sup> Council meeting to give an update of her findings.*

#### **4. NEW BUSINESS**

- a. General Assistance Ordinance – Adoption of Appendix B –**  
*Manager Lessard explained that this is the annual update for food allowances under the GA Ordinance. Motion by Councilor Brann, seconded by Councilor Shakespeare to adopt Appendix B. Unanimous vote in favor.*
- b. Application for Renewal of Liquor License received from White House Motel d/b/a Filibuster Lounge at 155 Littlefield Ave. –**  
*Motion by Councilor Shakespeare, seconded by Councilor Brann to approve the application. Unanimous vote in favor.*

**D. COMMITTEE REPORTS**

**Infrastructure Committee** – Councilor Shakespeare reported that the next meeting is scheduled for 6:00 pm on November 25<sup>th</sup>.

**Planning & Development Committee** – Councilor Brann reported that at its last meeting the committee discussed progress on the marina project and continued negotiations with Sargent Corp. relative to their RFP to expand the Business Park. He noted that those negotiations are still being held in executive session.

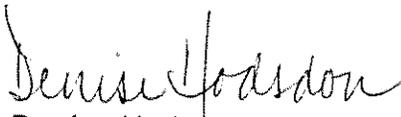
**Services Committee** – no report.

**Finance & Administration Committee** – Mayor Hughes reported that tonight's agenda was very light, but the committee did review the warrants and financial statements.

**E. MANAGER'S REPORT** – A copy of the Manager's Report is attached and made a part of the minutes.

**F. COUNCILORS' COMMENTS** – There were none.

**G. ADJOURNMENT** – There being no further business the meeting was adjourned at 9:20 pm.



Denise Hodsdon  
Town Clerk

MANAGER'S REPORT  
Monday, October 21, 2013

Recreation - Kurt Mathies has resigned as Recreation Director for the Town. For the next six months Assistant Director Shelley Abbott will serve as Acting Director and Kid's Korner Director Jill McLaughlin will serve as assistant director. We will be utilizing part time personnel to cover some of the Kid's Korner Director duties during that time period while we assess the organization of the Recreation Department.

Halloween – A reminder that there is a children's Halloween party at the Skehan Center on Thursday, October 31<sup>st</sup> from 4-6:30 p.m.

Candidate Forum – Thank you to all of the candidates who participated in the Candidate Forum on Wednesday, October 16<sup>th</sup> and to Moderator Annie Gabbianelli for her assistance. The program is being re-broadcast several times daily on Cable Channel 7.

Twitter – Thanks to the efforts of FF/Paramedic Matt Thomas the Town Of Hampden has a Twitter account now. It can be found by going to twitter.com and searching for Town of Hampden.

Election Day – The town is now issuing absentee ballots for the November 5<sup>th</sup> Election, **IMPORTANT NOTICE:** The deadline for requesting an absentee ballot is the 3<sup>rd</sup> business day before election day or close of business on Thursday October 30<sup>th</sup>, except for the following reasons:

- An unexpected absence from the municipality during the entire time the polls are open on Election Day;
- A physical disability;
- An inability to travel to the polls because the voter is a resident of a coastal island ward or precinct; or
- An incapacity or illness that has resulted in the voter's being unable to leave home or a treatment facility.

In addition, polling hours on Election Day are from 8 a.m. until 8 p.m.

2014 DOG LICENSES NOW AVAILABLE - Proof of current rabies vaccine required at time of licensing. Fees are \$6.00 for spayed/neutered and \$11.00 for male/female. \$25.00 Late Fee after January 31, 2014.

RSU No. 22 SCHOOL BOARD VACANCY - The Hampden Town Council is seeking applicants to fill a vacancy on the RSU No. 22 Board of Directors to serve until the next municipal election in November 2014. Deadline for submitting applications is Wednesday, October 23, 2013. Thus far we have one applicant for the position.

Municipal Office Clerk – The Town of Hampden is advertising to fill a vacancy that is being created by the upcoming resignation of long time Utility-billing clerk Kathy Cole. The Town is accepting applications through October 31<sup>st</sup>. A full job description can be found on the Town Website at [hampdenmaine.gov](http://hampdenmaine.gov).



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-b

MONDAY

NOVEMBER 18, 2013

7:00 P.M.

*Attending:*

*Mayor Janet Hughes  
Councilor Tom Brann  
Councilor David Ryder  
Councilor Jean Lawlis  
Councilor Bill Shakespeare  
Councilor Carol Duprey*

*Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Molly Schwenn of Maine CDC  
Senator Andre Cushing  
Representative Brian Duprey  
Members of the Media  
Citizens*

*The meeting was called to order by Mayor Hughes at 7:02 pm.*

- A. CONSENT AGENDA** – *Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

**3. COMMUNICATIONS**

- a. Hampden Recreation/Town Council – Thank You**
- b. Municipal Review Committee – Annual Meeting Notice**
- c. Victualers License Renewals:**
  - 1. Subway of Hampden**
  - 2. Coffee Break Café**
  - 3. Restaurant Angelos of Hampden**

**4. REPORTS**

- a. Library Trustees Annual Meeting Minutes – 5/8/2013 Amended**
- b. Joint Infrastructure & Services Committee Meeting Minutes – 10/28/13**
- c. Pool Board Minutes – 10/8/13**
- d. Monthly Department Reports – October 2013**

- B. PUBLIC COMMENTS** – *Representative Brian Duprey thanked Mayor Hughes for her service and said that she has been fair and done a good job in her position.*

**C. POLICY AGENDA**

## 1. PUBLIC HEARINGS

- a. **Proposed Zoning Ordinance Map Amendment – Swan Property, 115 Main Road South – Map 44, Lots 81 and 82** – Town Planner Bob Osborne explained that the proposal is to amend the Zoning Ordinance Map from Residential B District to Village Commercial II District for these two lots. These lots consist of the old Swan service garage on the front parcel and a vacant house lot, formerly the Swan residence, on the rear parcel. The Planning Board has returned an “ought to pass” recommendation. Mayor Hughes opened the hearing. Proponents: Chip Swan of Pleasant Street said the property has been listed for sale since February and only businesses have shown interest in it. He said his family would like to be able to sell the property to a business who would upgrade the building. No one spoke in opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Brann, seconded by Councilor Lawlis to approve the amendment to the Zoning Ordinance Map for Map 44, Lots 81 and 82. Unanimous vote in favor.

## 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Notice of Recount for November 5, 2013 Election – Councilor At-Large** – Town Clerk Denise Hodsdon reported that the requested recount has been scheduled for November 20, 2013 at 9:00 am in the Council Chambers.
- b. **Infrastructure Committee Recommendation to Appoint James Davitt to fill School Board Vacancy** – Motion by Councilor Shakespeare, seconded by Councilor Ryder to appoint James Davitt to fill the School Board vacancy. Unanimous vote in favor.

## 3. UNFINISHED BUSINESS

- a. **Follow up – Cancer Concerns – Coldbrook Road** – Maine Cancer Registry Director Molly Schwenn gave a Power Point presentation regarding the State Registry's perspective of cancer in Hampden. She reported that there is no indication that Hampden as a whole any different than Penobscot County or the State. She explained what criteria the CDC looks for when determining whether there is a cancer cluster. She said there is not any evidence of a cluster as per definition, but she is willing to look at it and would like to do a little more investigation as she doesn't want to leave any stone unturned. She would be willing to come back after she has had time to pull together more information. Dr. Tom Openshaw, a medical oncologist and Hampden resident suggested that the Town look into ways to promote healthy lifestyle options and programs.

- b. **Renewal of Exclusive Authorization To Sell with Epstein Commercial Real Estate – Planning & Development Committee Recommendation** – *Motion by Councilor Brann, seconded by Councilor Shakespeare to renew the contract as submitted. Unanimous vote in favor.*
- c. **Set Service Fees for 2013/2014** – *Motion by Mayor Hughes, seconded by Councilor Brann to authorize the bills to go out to the entities as listed (copy attached) in the total services fee amount of \$35,105.63. Unanimous vote in favor.*

#### 4. NEW BUSINESS

- a. **Request to use GIS Mapping Reserve Funds for GeoLibrary Board's Orthoimagery Update Program – Recommendations of Planning & Development Committee and Finance & Administration Committee** – *Motion by Councilor Brann, seconded by Councilor Lawlis to fund up to \$13,000 from GIS Mapping Reserve account to do a buy-up for photography from 6" resolution to 2" resolution. Vote was 4 in favor (Brann, Lawlis, Shakespeare and Hughes) and 2 opposed (Ryder and Duprey).*
- b. **Municipal Review Committee – Board of Directors Election Ballot** – *Motion by Councilor Brann, seconded by Councilor Lawlis to authorize the Town Manager to cast a vote for Chip Reeves. Unanimous vote in favor.*
- c. **Ambulance Billing Abatements:**
  - 1. **2011 - \$27,716.96**
  - 2. **2012 - \$25,056.64** – *Upon recommendation of the Finance Committee, Councilor Shakespeare moved and Councilor Brann seconded to abate ambulance billing for 2011 in the amount of \$27,716.96 and for 2012 in the amount of \$25,056.64. Unanimous vote in favor.*
- d. **Application for Liquor License – Countrymeadow, Inc. d/b/a Pizza Gourmet at 60 Main Road North, Suite A** – *Motion by Councilor Shakespeare, seconded by Councilor Duprey to approve the liquor license application for Pizza Gourmet. Unanimous vote in favor.*
- e. **Sewer Commitment – 7/1/2013 to 9/30/2013** – *Motion by Councilor Brann, seconded by Councilor Lawlis to approve and sign the commitment. Unanimous vote in favor.*
- f. **Request to use Computer Reserve Funds for Purchase of New Phone System for All Departments** – *Motion by Councilor Brann, seconded by Councilor Duprey to authorize the purchase of a new phone system from OTT Communications at a cost of \$9,990.20 plus*

C-3-C

To: Susan Lessard, Town Manager  
From: Kelly Karter, Assessor *Kelly*  
RE: Service Fee Calculations  
Date: October 30, 2013

Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance.

I have added wording to the billing regarding the financial information for each entity as of June 30, 2013, per Tom Russell's suggestion.

The list is as follows:

|                            |                    |
|----------------------------|--------------------|
| Penquis Mental Health      | \$ 2,002.35        |
| Community Housing of Maine | \$ 2,104.89        |
| OHI George St.             | \$ 2,119.86        |
| OHI Patterson Rd.          | \$ 1,623.31        |
| Medical Care Development   | \$ 5,263.94        |
| The Housing Foundation     | \$21,991.28        |
| <b>Total Service Fees</b>  | <b>\$35,105.63</b> |

**\*\*Please note that Aspenledge is on the tax rolls again this year as it is currently vacant.**

These fees have been calculated according to the ordinance. Some will change once the financials are submitted.

*\$1800.00 for required switch gear, as outlined, with the funds to come from the Computer Reserve Account. Unanimous vote in favor.*

**D. COMMITTEE REPORTS**

**Services Committee** – *Councilor Lawlis reported that the committee held a joint meeting with the Infrastructure Committee to discuss financing of the Skehan Center so that going forward there will be a better understanding of heating and staff expenses.*

**Planning & Development Committee** – *Councilor Brann reported that at its last meeting the committee discussed the GIS mapping update proposal and the extension of the contract with Epstein. The proposals with Sargent Corp. and the owner of the Ammo Park are still in the negotiation and discussion stages.*

**Infrastructure Committee** – *Councilor Shakespeare reported that the committee interviewed the candidates to fill the School Board vacancy and reviewed a letter from a resident who expressed concern over firearms use near his residence. The Police Department has investigated the complaint and determined that there are no legal violations. The committee took no action on this item.*

**E. MANAGER'S REPORT** – *Manager Lessard reported that one of the compactors at the Transfer Station has broken down and will be repaired tomorrow. The Public Works Director is investigating the cause of the breakdown. She received 66 applications for the Utility Billing Clerk position and is in the process of interviewing applicants. She was pleased to report that Hampden has been named the best Maine town for young families by Nerdwallet.com.*

**F. COUNCILORS' COMMENTS**

**Councilor Shakespeare** shared that when Dudley Street was extended years ago, the remains of Hampden's first settler Benjamin Wheeler and his wife had been disinterred from Dudley Street and moved to the Crosby plot on Crosby Street in Bangor. Hampden resident Dick Newcomb felt it was important to mark the re-interment site and has purchased a paver for that purpose. There will be a ceremony at the site on November 23<sup>rd</sup> at noon and the public is invited to attend.

**Councilor Brann** noted that the potholes at the intersection of Routes 1A and 202 have been fixed.

**Councilor Lawlis** commented that the Planning & Development Committee has been talking about the Ammo Park property and the access it may provide to town property. Ammo Park owner Peter Thornton offered to give her a walking tour of the property. She noted that they have done a lot of work creating some roads through the property. One of the roads will connect to the back of the business park and another abuts the LL Bean property. She said she has been struck by his willingness to work with the Town.

**Mayor Hughes** reported that the sidewalks on the corner of Main Road North and Western Avenue have been repaired. She also noted that this is her last Council meeting and she is looking forward to the next meeting to formally say goodbye and thank you to everyone.

Town Council Meeting  
November 18, 2013

G. **ADJOURNMENT** – *There being no further business the meeting was adjourned at 9:49 pm.*

A handwritten signature in cursive script that reads "Denise Hodsdon".

Denise Hodsdon  
Town Clerk



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-c

MONDAY

DECEMBER 2, 2013

7:00 P.M.

*Attending:*

*Councilor Tom Brann  
Councilor Jean Lawlis  
Councilor David Ryder  
Councilor Bill Shakespeare  
Councilor Carol Duprey  
Councilor Greg Sirois  
Councilor Ivan McPike*

*Town Attorney Tom Russell  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Public Safety Director Joe Rogers  
Police Sgt. Dan Stewart  
Code Enforcement Ben Johnson  
Building/Fire Inspector Dan Pugsley  
Former Mayor Janet Hughes  
Members of the Media and Citizens*

*The meeting was called to order by Attorney Russell at 7:00 pm.*

- **Swearing-in of Councilors Gregory Sirois & Ivan McPike** – Councilors-Elect Sirois and McPike were sworn in by Attorney Russell.
  - **Election of Mayor & Deputy Mayor** – **Town Attorney Tom Russell** – Attorney Russell asked for nominations for Mayor to complete Janet Hughes' term to the end of the year. Councilor Shakespeare nominated Councilor Brann; Councilor Lawlis seconded the nomination. Councilor Sirois nominated Councilor Ryder and Councilor Duprey seconded the nomination. There being no further nominations, Attorney Russell closed nominations and asked for a roll-call vote: 4 votes for Councilor Brann (Shakespeare, McPike, Brann and Lawlis) and 3 votes for Ryder (Sirois, Duprey and Ryder). Attorney Russell swore in Mayor Brann and turned the gavel over to him to preside over the remainder of the meeting. Mayor Brann asked for nominations for Deputy Mayor. Councilor Lawlis nominated Councilor Duprey, seconded by Councilor Sirois. Councilor Duprey nominated Councilor Ryder, seconded by Councilor McPike. There being no further nominations, Mayor Brann closed nominations and asked for a roll-call vote: 4 votes for Councilor Duprey (Ryder, Lawlis, McPike and Sirois) and 3 votes for Councilor Ryder (Brann, Shakespeare and Duprey). Attorney Russell then swore in Deputy Mayor Duprey.
  - **Goodbye – Outgoing Mayor Janet Hughes** – Mayor Brann presented outgoing Mayor Hughes with an engraved clock and thanked her for her service on the Council and as Mayor.
- A. **CONSENT AGENDA** – Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the Consent Agenda. Unanimous vote in favor.

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

**3. COMMUNICATIONS**

**4. REPORTS**

- a. **Finance & Administration Committee Minutes – 10-21-2013**
- b. **Finance & Administration Committee Minutes – 11-18-2013**
- c. **Infrastructure Committee Minutes – 11-25-2013**
- d. **Bangor Humane Society Shelter Report – October 2013**

**B. PUBLIC COMMENTS** – *There were none.*

**C. POLICY AGENDA**

**1. PUBLIC HEARINGS** – *There were none.*

**2. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. **Official Return of Votes – November 5, 2013 Election** – *Town Clerk Denise Hodsdon reported the official election results following the recount for the At-Large Council race. This item was informational only.*

**3. UNFINISHED BUSINESS**

- a. **School Resource Officer Grant – Discussion with Council** – *Manager Lessard explained that this was back on the agenda because there are two new Councilors and this will give them the opportunity to discuss this issue. Following public comment and Council discussion, Councilor Sirois moved and Councilor Duprey seconded to postpone this item until the next meeting for the purpose of gathering additional information and reviewing facts. Unanimous vote in favor.*
- b. **Sewer Projects – Design & Bid – Infrastructure Committee Recommendation** – *Councilor Shakespeare reported that the Infrastructure Committee discussed the proposed project to replace a sewer line on Route 1A and pump stations at Route 202 and Mayo Road. It was the committee's recommendation that the project be designed and put out to bid. Motion by Councilor Ryder, seconded by Councilor Duprey to put the sewer project for pump station and sewer line replacement out for design bid. Unanimous vote in favor.*

**4. NEW BUSINESS**

- a. **Request for hours change – Code Enforcement – Stan MacMillan** – *Public Safety Director Joe Rogers informed the Council that he and*

*Code Enforcement Officer Ben Johnson and Building/Fire Inspector Dan Pugsley have met with Mr. MacMillan and he is satisfied that they will be able to accommodate his building schedule. No action was required by the Council.*

- b. Goals & Objectives Meeting - Set Date for 2014** – *The meeting was scheduled for Saturday, February 8, 2014 at 8:30 am at the Town Office.*
- c. Council Committee Interest – 2014 Requests** – *Councilors were asked to submit their preferences for committee assignments at the first meeting in January.*

**D. COMMITTEE REPORTS**

**Infrastructure Committee** – *Councilor Shakespeare reported that the committee met on November 25<sup>th</sup> and discussed the sewer project and transfer station procedures.*

**Services Committee** – *No report.*

**Planning & Development Committee** – *Councilor Brann reported that the next meeting is on December 4<sup>th</sup> and agenda items include the waterfront park and the business park development.*

**Finance Committee** – *Manager Lessard reported that the committee met prior to the Council meeting and reviewed financial statements for October.*

- E. MANAGER'S REPORT** – *A copy of the Manager's Report is attached and made a part of the minutes.*

**F. COUNCILORS' COMMENTS**

**Councilor Sirois** said he was very appreciative of the direction and guidance given tonight, but he hopes that meetings become more friendly and civil. He hoped Councilors would address each other in a respectful manner and not add fuel to the fire.

**Councilor Shakespeare** said he agreed with Councilor Sirois, but added that there is a process that the Council and the public have to follow. He welcomed the new Councilors.

**Councilor McPike** said his first meeting has been very enlightening and he hopes Councilors have patience will all his questions.

**Councilor Lawlis** commented that it is beginning to look a lot like Christmas and hoped that everyone is filled with the holiday spirit.

**Councilor Brann** commented that it is important to have procedures and to stay on topic.

- G. ADJOURNMENT** – *There being no further business, the meeting was adjourned at 10:10 pm.*



Denise Hodsdon  
Town Clerk

## MANAGER'S REPORT

December 2, 2013

Kiwanis Santa Party – The Kiwanis will be hosting their annual Santa welcome and tree lighting at the Town Office at 4 p.m. on Sunday, December 8<sup>th</sup>. Everyone is welcome!

Skehan Center Floor – The Skehan Center basketball floors were re-varnished and re-lined and the facility was closed from November 8<sup>th</sup> to the 17<sup>th</sup>. Councilors should stop by and see how well they came out! The work was performed by Don Dickel flooring and was paid for out of fees from programs operated at the Skehan Center.

Skehan Center Utilities – The current plan for separation of utilities for heat and electricity for the Skehan Center is January 1<sup>st</sup>. Historic Hampden Academy, LLC has paid the utilities since the time of sale in September but the Town will assume the cost as of January. I am also pleased to report to the Council that Historic Hampden Academy LLC has invested a substantial amount of money in roof improvements to the old academy and is working with several businesses for possible location at the site.

Hampden Business Association – The Hampden Business Association will be meeting tomorrow at Angler's at noon time. The speaker for the meeting will be newly-elected Councilor Ivan McPike to discuss his views on Town operations and what the Town can do for business. Newly elected Councilor Sirois was also invited to participate but will be unable to do so because of a scheduling conflict.

Maine Trailer – Due to the continuing unpaid status of the 12/13 and 13/14 personal property taxes, and the fact that the total for the two years is in excess of \$80,000, the Town placed priority lien claims against all of the personal property through the State of Maine. Since taking that action a little over a week ago, I have been contacted by a principal with the company to work out an acceptable payment arrangement. I will keep the Council apprised of this situation as it moves forward.

State Senator Andre Cushing – I would ask that Councilors and residents keep former Town Councilor, current State Senator Andre Cushing and his family in their prayers. His father suffered a serious health issue over the holiday weekend.

Christmas Week – Christmas falls on a Wednesday this year and Town operations will be closed on that date. I would like permission to close the Town Office/departments at noon on Christmas Eve as well.

B-2-d



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

DECEMBER 16, 2013

7:00 P.M.

*Attending:*

*Mayor Tom Brann  
Councilor Carol Duprey  
Councilor Bill Shakespeare  
Councilor David Ryder  
Councilor Greg Sirois  
Councilor Ivan McPike*

*Town Attorney Tom Russell  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Public Safety Director Joe Rogers  
Police Sgt. Dan Stewart  
RSU #22 Superintendent Rick Lyons  
Citizens*

*The meeting was called to order by Mayor Brann at 7:05 pm.*

**A. CONSENT AGENDA** – *Motion by Councilor Shakespeare, seconded by Councilor Duprey to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. July 15, 2013
- b. August 5, 2013

**3. COMMUNICATIONS**

- a. Maine Municipal Association – 2013 Workers Compensation Fund Report
- b. Pat's Pizza – Victualer's License Renewal

**4. REPORTS**

- a. Finance & Administration Committee Minutes – 12/2/2013
- b. Planning & Development Committee Draft Minutes – 12/4/2013
- c. Infrastructure Committee Minutes – 12/11/2013

**B. PUBLIC COMMENTS** – *There were none.*

**C. POLICY AGENDA**

**1. PUBLIC HEARINGS** – *There were none.*

**2. NOMINATIONS – APPOINTMENTS – ELECTIONS** – *There were none.*

### 3. UNFINISHED BUSINESS

- a. **Duties of Council Chair/Request for Public Apology – Kristen Hornbrook** – *Kristen Hornbrook of Main Trail said she felt that there were some procedural irregularities that occurred at the last Council meeting which resulted in an unpleasant situation between herself and the Councilor from the 2<sup>nd</sup> District, Mayor Brann. She requested a public apology from Mayor Brann. Following Council discussion and public comment, Mayor Brann said that he felt his actions of the last meeting were in order and that there would be no apology to Mrs. Hornbrook.*
  
- b. **School Resource Officer Grant Discussion – Councilor Sirois** – *At the last meeting Councilor Sirois had requested the time to research the need for an additional SRO and to do a cost analysis. After meeting with RSU #22 officials, he said has determined that there may be a need, but the question remains “how do we pay for this position” with the financial situation we are in right now. He said until the Town is in a better position financially, he cannot support adding a second officer at this time.  
Mayor Brann asked for public comment. No one spoke in opposition to the addition of a second officer. Several people spoke in favor of adding the second SRO suggesting that the benefits would outweigh the financial liability.  
There was considerable discussion amongst the Council with some Councilors feeling there was a definite need for a second SRO and others wondering why the School Board had not even discussed funding the position if it was so important.  
Motion by Councilor Duprey, seconded by Councilor Ryder to return the grant money. By roll call, vote on the motion was 4 in favor (Ryder, McPike, Duprey and Sirois) and 2 opposed (Brann and Shakespeare); motion carried.*
  
- c. **Recognition – Richard Newcomb – Finance & Administration Committee Recommendation** – *Councilor Shakespeare noted that Hampden resident Richard Newcomb has done extensive historic research on Benjamin Wheeler and Hannibal Hamlin for the Town and the Historical Society and he would like to formally recognize Mr. Newcomb for his efforts at a future Council meeting. Motion by Councilor Shakespeare, seconded by Mayor Brann to recognize Mr. Newcomb with a letter and Key to the Town at a future meeting. Unanimous vote in favor.*

### 4. NEW BUSINESS

- a. **Whitcomb-Baker VFW Post 4633 – Annual Games of Chance License** – *Motion by Councilor Shakespeare, seconded by Councilor*

*Ryder to approve the annual games of chance license for the Whitcomb-Baker VFW Post 4633. Unanimous vote in favor.*

- b. **New Year's Eve Hours** – Motion by Councilor McPike, seconded by Councilor Ryder to close the Town Office at 2:00 pm on New Year's Eve. Unanimous vote in favor.

**D. COMMITTEE REPORTS**

**Infrastructure Committee** – Councilor Shakespeare reported that the committee met on December 11<sup>th</sup> and discussed the School Resource Officer grant.

**Planning & Development Committee** – The next meeting is Wednesday, December 18<sup>th</sup> at 6:00 pm.

**Finance Committee** – Manager Lessard reported that the committee discussed additional information regarding the School Resource Officer position and a personal property tax situation with Maine Trailer.

- E. **MANAGER'S REPORT – 2013 Annual Report** – A copy of the Manager's Annual Report is attached and made a part of the minutes. Manager Lessard also read her annual Holiday poem.

**F. COUNCILORS' COMMENTS**

**Councilor Duprey** was disappointed that Mayor Brann refused to apologize to Mrs. Hornbrook. She felt the matter could have been handled in a more civilized way and hoped it would never happen again.

**Councilor Shakespeare** was disappointed that the School Resource Officer was on the agenda again. The Council had previously approved the grant and he questioned whether we would be re-visiting every decision the Council makes. He noted that this has been a challenging year for the Council and wished everybody Happy Holidays.

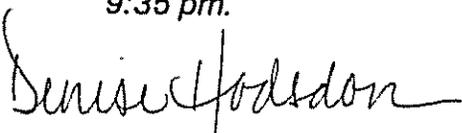
**Councilor McPike** thought this was an enlightening meeting and felt it was distasteful that the Mayor allowed personal feelings to come into play when a vote is taken.

**Councilor Ryder** commented that it has been an interesting year as Councilor for District 4. He said he has worked hard to do what some residents want, but still do what is best for the Town.

**Councilor Sirois** hoped that the School District would come back with a proposal as to how they will fund 75% of the School Resource Officer position. He said he understands that the Mayor is trying to keep control of meetings, but asked that it be done with respect.

**Mayor Brann** said he was sorry if other Councilors were upset with the situation with Mrs. Hornbrook. He said they were both at fault, but she was not offering an apology so he was not offering one either.

- G. **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:35 pm.



Denise Hodsdon  
Town Clerk

## TOWN MANAGER'S REPORT 2013

The purpose of this report is to identify progress made on goals set by the Town Council for the 2013 year, discuss other work/accomplishments for the year, list grants received and accepted by the Town in 2013, identify items that are 'works in progress' of the Town Council Committees, and report on construction activity that has increased valuation.

### Goals & Objectives

During the goals and objectives session held by the Town Council in March of 2013, 32 items were initially identified by individual councilors as potential work subjects for the 2013 year. Each Councilor selected five from the list as those that they felt needed the greatest attention. 18 of the original 32 were selected by Councilors. In order of how these items ranked based on how many Councilors selected them – the results were as follows and each item that was worked on has what was done in italics next to the item:

#### 5 Councilors selected:

*Zoning/comprehensive plan integration – While there has not been a look at all areas, the following zoning/ordinance changes were made in 2013 in response to either business/resident requests or upon recommendation of the Planning & Development Committee:*

- *Consumer Fireworks Ordinance Adopted June 2013*
- *E911 Addressing Ordinance Adopted August 2013*
- *General Assistance Ordinance Updates Adopted July 2013, October 2013*
- *Marina Parcel – Ordinance Authorizing Conveyance May 2013*
- *Old Hampden Academy – Ordinance Authorizing Sale August 2013*
- *Outdoor Wood Boiler Licensing Ordinance Amendments January 2013*
- *Sewer Bond Ordinance - July 2013*
- *Victualer's Ordinance Amendments – January 2013*
- *Zoning Ordinance Text Amendment – Signs in VC & VCII Districts August 2013*
- *Zoning Ordinance Map Amendment – Swan Property – November 2013*
- *Zoning Ordinance Text Amendment – B & B's and Child Care Centers – August 2013*
- *Zoning Ordinance Text Amendment – Add single family Dwelling to Interchange District – July 2013*
- *Discussed but did not approve Military Excise Exemption Ordinance February 2013*

#### 4 Councilors selected

*Hampden Academy sale/re-use – After considerable review, environmental investigations, and meetings, in August of 2013 the Town Council voted to sell the entire former Hampden Academy site to Historic Hampden Academy, LLC for the price of \$60,000, with no future responsibility for environmental remediation costs related to asbestos, pcb's, etc.*

*Solid Waste Costs & Transfer Station Operation – The Infrastructure Committee reviewed costs related to the removal of brush and demolition debris and investigated an alternate method of hauling brush. The investigation resulted in the removal of a \$58 per ton disposal fee for brush, which will save the community approximately \$12,000 per year.*

### **3 Councilors selected**

*Skehan Center retention as a community center – At the time that the Council sold the old Hampden Academy Property to Historic Hampden Academy, LLC they also entered into a five year lease of a portion of the Skehan Center building for the cost of \$1 per year for use as a community/recreation center. Under the terms of the lease the town is responsible for utilities (once the purchaser has separated the Skehan Center for usage of oil and electricity) and maintenance and repair costs. The cost center is set up with the idea that it should be self-sustaining and not require the use of property tax dollars.*

### **2 Councilors selected**

*Make Recreation programs self-sustaining – At the present time, tax dollars fund two positions in the Recreation Department – the Director and the Assistant Director. All other costs related to recreation (programs, staffing, Skehan Center, etc.) are paid for from fees charged for program participation, donations, sponsorships, and facility rental. The current policy is based on the premise that the portion of recreation that is paid for by tax dollars provides for the opportunity for the Town to offer recreation to all age levels and that that is a legitimate use of tax dollars and one that is supported by a majority of taxpayers. The actual costs of the programs themselves and the facilities and supplies used, as well as the people who staff them are paid for from the above-cited sources.*

*Review staffing levels – No additional staffing, other than the second school resource officer position has been discussed during this year. No staff cuts have been discussed either.*

*Parks/Trails Program – During the 2012 year the Council adopted a policy for use of Town parks/lands that eliminated two separate ordinances (Dorothea Dix Park and Papermill Park) that contained provisions that were no longer legal (prohibition of firearms) and standardized public use of town properties. In addition, a volunteer committee headed by resident Jeremy Jones 'adopted' Papermill Park and has done clearing and clean up at the site. The Dorothea Dix park committee has had clean up days as well, and a water fountain was installed at the park this past summer also. The Town also continues to support the snowmobile trails program by donating \$1000 a year from snowmobile fees to the Goodwill Rider's Snowmobile Club for trail grooming and maintenance.*

*Employee Morale and Retention – No specific discussion of this matter was done in 2013. However, the Town also has a very low turnover rate in all departments and is characterized by long tenure in its employees. There is a comprehensive Personnel Policy that was adopted by the Town Council in 2012, union negotiations are characterized by an open and civil process, we have an Employee Assistance Program offered through the Town's health insurance provider, the Town has a Wellness program with monthly sessions to encourage better health practices by employees and an incentive program associated with it offered by the Town's health insurer that allows employees to earn credits toward merchandise. The Town is*

*also supportive of ongoing training for employees and budgets annually so that employees can stay abreast of changes in regulations and operations in their various fields.*

1 Councilor selected

Overall review of ordinances and updating for consistency - *See above – Zoning & Comprehensive Plan*

20% wage reduction over next 20 years – *The Council awarded a 1.1% cost of living raise to all employees consistent with what the Police/Fire Union Contract wages called for in the 2013 year. Review of the Maine Municipal Association salary survey showed that wages and benefits offered by the Town are consistent with communities of similar size throughout the state. It has been the practice of the Council to maintain that parity in order to be able to attract viable candidates for municipal positions when necessary.*

Freeze wages for three years – allow Councilors not to receive pay – *Councilors have the ability to refuse wages for Council Service if they choose at the present time. Otherwise, Councilors are paid \$30 per meeting for council and committee meetings attended and the Mayor is paid \$35 per meeting for council and committee meetings attended. In addition, Councilors are paid quarterly up to \$50 per month for costs related to internet at their homes. Wages were not frozen in 2013 (see above item). The last time wages were frozen was in 2008/09 when the union's voluntarily opened their contracts and inserted an extra year with no increase in wage and a change in health care program. No employees received cost of living raises that year. In addition to that year, I did not take a cost of living raise in 2010/11, 11/12, or 12/13. The Public Safety director also refused a cost of living raise in 2011/2012.*

Review vacation cash-in policy – *At the present time non-union employees are allowed to cash in one week of vacation (union members do not have that limitation) if they are not going to be able to use all of their vacation within a year and the reason for non-use is approved by the Town Manager.*

Review policy of banking vacation – *Per the Employee Handbook adopted in 2012, employees are allowed to carry 80 hours of vacation into a new fiscal year.*

Make Pool self-sustaining financially – *In 2012-13, the Council adopted a new way of funding the pool. Instead of budgeting for 100% of the costs, and also budgeting for revenue as an offset, they began budgeting only for the cost of personnel and created an Enterprise Account from which pool facility and capital needs would be expended and into which fees from pool use would be credited. The purpose of this was to work toward a larger percentage of the total cost of the pool to come from fees/fundraising. The Council budgeted in a similar fashion in 2013/14 and it appears from the end of year figures from 12/13 that it will be possible to add some items from personnel costs to the Enterprise budget for the pool and further reduce the amount funded from taxation.*

Revamp ordinance pertaining to political signs to give CEO authority to remove – *A review of the sign ordinance related to political signs done by the Town Attorney during the 2013 November election revealed that our current ordinance is non-compliant with the law at the present time due to changes by the Supreme Court in interpretation of the public right to free speech. That legal opinion should form the basis for discussion of changes to the Sign ordinance in 2014.*

Sell second half of Business Park – The Council did a request for proposals in 2013 for parties interested in developing the remainder of the Business Park. Sargent Corp was the only company that submitted a proposal and the Planning & Development Committee has been – and continues to – work on an agreement to bring back to the Town Council. Since the proposal was submitted, the owner of the Ammo Industrial park has approached the town for utilities and road connections to the Business Park and has offered access to town land for recreation as well. This discussion has expanded to include land owned by Brian Bouchard off Coldbrook Road as well.

Storm Water Management – GIS/IT Specialist Gretchen Heldmann wrote a successful grant in 2013 for the second phase of exploration of the Sucker Brook watershed which is scheduled to be listed as an urban impaired stream in the next two years. The Town also was a successful recipient of a grant in 2011 for the first phase of exploration in partnership with the City of Bangor since we share the watershed. The Town is a designated MS 4 community, which is a determination based on a combination of population density in the Route 1A corridor and our proximity to the City of Bangor. As such, we are required to have a five year plan for storm water management, best management practices for stormwater, ongoing monitoring of all outfalls, culverts, catch basins, public education for good stormwater practices – and more. At the present time the approximate \$12,000 for this program (paid to a consultant that assists staff in public works, planning, GIS, and administration in permit compliance as well as dues for participation in the Bangor Area Stormwater Group) comes from Host Community Benefits and was voted to be funded as such by the Council 6 years ago. The City of Bangor has instituted a stormwater fee based on impervious surface of businesses in the City in order to fund their program. As Hampden becomes more and more regulated under this program, the Council will have to consider how it wishes to fund the work that is required of us by law.

### **Budget Goals & Objectives**

It was the consensus of the council to keep the mil rate effort for the Town portion of the budget as close to the same as possible for the 2013-14 budget year. – The town reduced its operating budget by \$300,000 in order to offset State Revenue Sharing dollar losses and keep the ‘town-portion’ of the mil rate the same as last year. The County portion of the budget went up \$36,000 and the School portion of the budget went up \$349,000. New valuation in the amount of approximately \$10 million dollars - which at the mil rate set of \$16.65 generated \$166,500 - was not sufficient to offset the entire increase in county and school budgets.

### **Grants/Donations Received 2013**

In 2013, the Town received the following grants/donations:

Fire Department –

\$38,000 grant for an oxygen fill-system for SCBA units – Federal Grant  
\$ 2,000 Wireless Headsets – Maine Municipal Association

Police Department –

*\$10,000 Traffic safety grant – Federal Grant  
\$6,331 Radio & Antennas – Homeland Security through the County  
\$1,000 Stalker Dual Radar Grant – Maine Bureau of Highway Safety*

*Library*

*\$20,000 Willard bequest  
\$702 – Rudman Grant – 2 Science Programs*

*GIS/IT*

*\$12,000 DEP Stormwater Grant*

*Pass Through Grants (managed by the Town - for Historic Preservation Purposes)*

*\$6,000 Harmony Hall – Historic Preservation Grant – for Painting – Total project was \$14,500 with \$8,500 from the Garden Club and \$6,000 from the Maine Historic Preservation Commission*

*\$5,513 Hampden Historical Society from the Maine Historic Preservation Commission – Museum in the Streets - \$10,497 to come from the Historical Society*

*Other Council Actions – Although the following items are listed as bullet points, virtually all of the activity first went through a committee process involving at least one meeting, but often more than one prior to a decision of the Town Council. The Budget process alone involved 8 meetings of the Town Council and months of work by the Manager and staff. Some of the items, such as the conveyance of land at the marina, and the disposition of the old Hampden Academy have been in the works for a number of years.*

- Preserved Alewife Fishing Rights for the Souadabscook Stream*
- Debated and Adopted 2014 Town Budget*
- Abated unpaid Ambulance billings for 2011 & 2012*
- Granted a request to Ammo Park owner Peter Thornton to connect to Town Sewer*
- Approved 6 liquor licenses for local businesses and approved the sale of wine at the Farmer's Market by Winterport Winery*
- Approved paving for 2013*
- Approved purchase of a 2013 SUV for a police vehicle*
- Approved purchase of a 2013 Ford F-550 for Public Works*
- Accepted local road assistance funds from the State of Maine*
- Adopted an Arbor Day Proclamation as part of the requirements to maintain the Town's Tree City USA designation*
- Accepted open space/public improvements (roads/sewer/drainage) for Chickadee Crossing subdivision*
- Approved new computer server for the Town Office*
- Approved new phone system to replace system that is 11 years old*
- Approved continuation of document scanning project to reduce 'paper' volume*

- *Approved participation in State/County GIS mapping project at the 6" resolution level*
- *Accepted open space from the Halpern Subdivision*
- *Approved Kiwanis Poker Tournament license for the year*
- *Approved VFW Bingo license for the year*
- *Denied acceptance of Rancourt Town Farm open space acceptance request*
- *Donated funds to Reed's Brook Destination Imagination Team for trip to World's*
- *Committed 4 quarters of sewer billing for collection*
- *Authorized the design and bid of the sewer project for 2 pump station rehabs and line replacement from Western Ave/1A intersection to the Water District*
- *Authorized Soudabscook Stream Canoe Race*
- *Approved Service Fees for 2013-2014*
- *Interviewed and appointed School Board Member to fill vacancy created by the resignation of Nick Winchester*
- *Interviewed and appointed 2 Water District Trustees to fill vacancies created by the resignation of Dana Skinner and Don Darling*
- *Approved use of Skehan Center for Recreation/Community Center*
- *Discussed concerns of resident regarding cancer rates on Coldbrook Road*
- *Appointed members of the Pool Board, Library Board of Trustees, Appeals Board, Planning Board, Board of Assessment Review, Historic Preservation Commission, and Personnel Appeals Board*
- *Accepted resignations of two Councilors – Shelby Wright and Janet Hughes*
- *Renewed authorization of Epstein Realty for sale of lots in Business Park*
- *Authorized survey of municipal services and reviewed results*
- *Reviewed results of survey done by Public Safety Department*
- *Considered request by Kabang for campsite located in Hampden*

## **Work in Progress – Committees**

### **Planning & Development**

- *Continued negotiation with Sargent Corporation regarding the Business Park*
- *Work with Peter Thornton related to development of the Ammo Park and connection to the Town Business Park, as well as work with other property owners in the Coldbrook Road area for possible development*
- *Continued review of Town Ordinances for compliance with comprehensive plan*

### **Services**

- *Ongoing review/monitoring of Skehan Center operation/budget*
- *Coldbrook Road Cancer Concerns referred to this committee in November 2013*
- *Parks/trails needs in the Community*

### **Infrastructure**

- *Vehicle/Equipment replacement schedules*
- *Transfer station – cd/demo weekend hours*

- *Transfer station – sticker fees*
- *Timber harvesting on town lands prior to development*
- *Review of road/sidewalk paving schedules*

*Finance & Administration*

- *Monthly financial reports (ongoing)*
- *Sewer fees – capital and operating*
- *Reserve Account funding*

**Building/Construction Activity 2013**

|  |           |
|--|-----------|
| <i>Single family home permits issued</i> | <i>54</i> |
| <i>Multi-family home permits issued</i>  | <i>4</i>  |
| <i>Business permits issued</i>           | <i>1</i>  |

*Renovations –*

|                              |           |
|------------------------------|-----------|
| <i>Single family permits</i> | <i>10</i> |
| <i>Business permits</i>      | <i>2</i>  |
| <i>Commercial permits</i>    | <i>2</i>  |
| <i>Garage permits</i>        | <i>1</i>  |
| <i>Decks</i>                 | <i>7</i>  |
| <i>Roof</i>                  | <i>1</i>  |
| <i>Porch</i>                 | <i>1</i>  |

*Additions –*

|                      |           |
|----------------------|-----------|
| <i>Single family</i> | <i>10</i> |
| <i>Garage</i>        | <i>5</i>  |
| <i>Deck</i>          | <i>8</i>  |

*Outbuildings*

|               |           |
|---------------|-----------|
| <i>Garage</i> | <i>9</i>  |
| <i>Barn</i>   | <i>2</i>  |
| <i>Shed</i>   | <i>14</i> |

*Normally as part of my annual report, I cite the activity statistics by Town Department. However, several months ago, we began a process of each department providing Town Councilors with monthly reports that list all of this activity so I will not repeat that here. I look forward to working with the Council on goals and objectives that it sets for the coming year as well as finding ways to insure that we can cost-effectively continue to offer good services to the residents of the community.*



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

JANUARY 6, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Councilor Tom Brann  
Councilor William Shakespeare  
Councilor Jean Lawlis  
Councilor Ivan McPike  
Town Clerk Denise Hodsdon  
Residents**

**Councilor Carol Duprey  
Councilor David Ryder  
Councilor Greg Sirois  
Town Manager Susan Lessard  
Town Attorney Tom Russell**

**• Election of Mayor & Deputy Mayor**

**The Town Attorney opened nominations for Mayor. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to nominate Councilor Tom Brann for Mayor. Motion by Councilor Ryder, seconded by Councilor Sirois to nominate Councilor Carol Duprey for Mayor. Nominations closed. Vote - Councilor Brann - 2 – (Councilors Brann & Shakespeare) Councilor Duprey 5 –(Councilors Ryder, Lawlis, McPike, Duprey & Sirois). Carol Duprey was sworn in as Mayor by Attorney Russell.**

**Mayor Duprey opened nominations for Deputy Mayor. Motion by Councilor Brann seconded by Councilor McPike to nominate Councilor Shakespeare as Deputy Mayor. Motion by Councilor Sirois, seconded by Councilor McPike to nominate Councilor Ryder for Deputy Mayor. Nominations closed. Vote – Councilor Shakespeare – 3 – (Councilors Lawlis, Shakespeare & Brann) Councilor Ryder – 4 – (Councilors Ryder, McPike, Sirois & Mayor Duprey). Attorney Russell swore in Councilor Ryder as Deputy Mayor.**

**A. CONSENT AGENDA – Councilor Shakespeare requested that item A-3-a and A 4-a be set aside for discussion. Motion by Councilor McPike, seconded by Councilor Lawlis to approve the balance of the consent agenda.**

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

a. American Red Cross – Real Heroes Breakfast – **Motion by Councilor Shakespeare, seconded by Councilor Lawlis to put this on the**

**next Council agenda for discussion to decide whether Councilors should attend. Unanimous vote in favor.**

- b. John Skehan – Application for Re-appointment to Library Board – Referral to Services Committee
- c. Ruth Stearns – Application for Re-appointment to Library Board – Referral to Services Committee

#### 4. REPORTS

- a. Monthly Department Reports – November 2013 – **Councilor Shakespeare believes that these are very helpful for Councilors. He also requested that Kiwanis Club and Snowmobile Club leases be put on the next agenda for discussion**
- b. Finance & Administration Committee Minutes – 12/16/2013
- c. Services Committee Minutes – 12/30/2013
- d. Lura Hoit Pool Board Minutes – 11/12/2013
- e. Bangor Humane Society – Stray Animal Report – November 2013

**Motion by Councilor Ryder, seconded by Councilor Lawlis to accept items A-3-a and A-4-a of the Consent Agenda. Unanimous vote in favor**

**Mayor Duprey requested to add an item to New Business – Hampden Kiwanis Poker Tournament. There were no objections and it was added as Item C-4 -c**

B. PUBLIC COMMENTS – **Public comments were made by Kristen Hornbook of Main Trail and Jeremy Jones of Partridge Road.**

#### C. POLICY AGENDA

##### 1. PUBLIC HEARINGS

- a. Application for Victualers License received from DMCP Group, LLC d/b/a Dunkin' Donuts at 76 Main Road North – **The Public Hearing was opened by Mayor Duprey. No comments were received. The Public Hearing was closed. Motion by Councilor Sirois, seconded by Councilor McPike to approve the Victualer's License for DMCP Group, LLC d/b/a Dunkin Donuts at 76 Main Road North. Unanimous vote in favor.**

##### 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

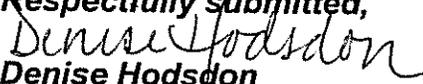
##### 3. UNFINISHED BUSINESS

##### 4. NEW BUSINESS

- a. Council Rules – Request to Amend to add Pledge of Allegiance – Councilor Duprey – **Motion by Councilor Sirois, seconded by Councilor McPike to add the Pledge of Allegiance to the start of each Council agenda. Vote 5-2. Motion carried. (Councilors Ryder,**

**Lawlis, McPike, Sirois and Mayor Duprey in favor, Councilors Shakespeare and Brann opposed)**

- b. **Council Committee Assignments – Committee assignments were made by Mayor Duprey. A copy of the assignments is attached and made part of the minutes.**
- c. **Hampden Kiwanis Poker Tournament – Motion by Councilor Lawlis, seconded by Councilor McPike to recommend approval of the Poker Tournament Schedule for the 2014 year to the State licensing department. Unanimous vote in favor.**
- D. **COMMITTEE REPORTS – Councilor Lawlis reported that Services met and discussed Skehan Center finances, Maine Trailer personal property tax delinquency, and cancer concerns on Coldbrook Road. Councilor Brann reported that Planning & Development had not met since the last Council meeting.**
- E. **MANAGER'S REPORT - The Manager's report is attached hereto and made a part of the minutes of the meeting.**
- F. **COUNCILORS' COMMENTS – Councilor Shakespeare questioned how the Town sand/salt supply was holding up due to the bad weather. The Manager responded that we would likely use all of the appropriation and perhaps a bit more. The Public Works Director will be discussing this at the next Infrastructure Committee meeting. He also commented on comments made by a resident during the Public Comment section of the meeting. Councilor Brann identified that the Council Rules could not be amended at the same meeting in which an item was first introduced according to rule #15 which means that the Pledge of Allegiance addition will have to appear on another agenda before it can be incorporated into the rules.**
- G. **ADJOURNMENT –The meeting was adjourned at 8:13 p.m.**

**Respectfully submitted,**  
  
**Denise Hodsdon**  
**Town Clerk**

**HAMPDEN TOWN COUNCIL  
COMMITTEE ASSIGNMENTS  
2014**

**FINANCE & ADMINISTRATION:**

Mayor Carol Duprey, Chair  
Greg Sirois, Vice Chair  
Ivan McPike

**PLANNING & DEVELOPMENT:**

Greg Sirois, Chair  
Ivan McPike, Vice Chair  
Tom Brann  
Jean Lawlis

**SERVICES:**

Jean Lawlis, Chair  
Bill Shakespeare, Vice Chair  
David Ryder

**INFRASTRUCTURE:**

David Ryder, Chair  
Tom Brann, Vice Chair  
Bill Shakespeare

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**COMMITTEE SCHEDULE**

|                          |  |
|--------------------------|--|
| Finance & Administration | Before every Regular Council Meeting at 5:30 pm                              |
| Planning & Development   | 1 <sup>st</sup> Wednesday at 6:00 pm<br>3 <sup>rd</sup> Wednesday at 6:00 pm |
| Services                 | 2 <sup>nd</sup> Monday at 6:00 pm  |
| Infrastructure           | 4 <sup>th</sup> Monday at 6:00 pm  |

## MANAGER'S REPORT

January 6, 2014

Office Clerk – I hired Danielle Simons of Hampden to replace Katherine Cole who retired after twenty four and a half years with the Town of Hampden. Danielle's first day of work was today – January 6, 2014. Kathy's last day of work was Thursday, January 2, 2014.

Skehan Center – Over the extremely cold weekend we had boiler/water issues at the Skehan Center. Thanks to Shelley Abbott and Chip Swan for keeping a sharp eye on things so that our costs/damages were minimized.

Dog Licenses – A reminder that Dog Licenses must be renewed for 2014 by 1/30/2014 to avoid a \$25 fine.

Transfer Station Decals – A reminder that eligible residents must renew their transfer station decals by 1/30/2014 in order to be able to continue to use the facility. Council policy is that persons without a valid sticker as of February 1<sup>st</sup> will not be allowed in to the facility.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING

B-2-f

*Minutes*

TUESDAY

JANUARY 21, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Mayor Carol Duprey  
Councilor William Shakespeare  
Councilor Ivan McPike  
Councilor Tom Brann  
Town Clerk Denise Hodsdon  
Sharon Newcomb  
Allison Berube  
Residents**

**Councilor David Ryder  
Councilor Jean Lawlis  
Councilor Greg Sirois  
Town Manager Susan Lessard  
Town Attorney Tom Russell  
Rep. Brian Duprey  
Superintendent Rick Lyons**

**The meeting was called to order at 7:08 p.m. by Mayor Duprey. Councilor introductions followed as well as a statement by Mayor Duprey of the decorum expected at Council meetings.**

**Motion by Councilor Lawlis, seconded by Councilor Sirois to suspend the rules to add an item to the agenda. Unanimous vote in favor.**

**Motion by Councilor Lawlis, seconded by Councilor Sirois to add an item after the consent agenda for a Legislative Sentiment by Rep. Duprey to Superintendent Lyons. Unanimous vote in favor.**

**A. CONSENT AGENDA – A request by Mayor Duprey to set aside Item A-4-a for discussion. The balance of the consent agenda was accepted without objection.**

1. SIGNATURES

2. SECRETARY'S REPORTS

a. September 16, 2013

3. COMMUNICATIONS

- a. City of Bangor Community Connector – Proposed Fare Increase
- b. Peter Weatherbee – Application for Re-appointment to Planning Board – Referral to Planning & Development Committee
- c. Eugene Weldon – Application for Re-appointment to Planning Board – Referral to Planning & Development Committee
- d. Julie Johnston – Application for Re-appointment to Board of Appeals – Referral to Finance & Administration Committee

#### 4. REPORTS

- a. Monthly Department Reports – December 2013 – **Mayor Duprey questioned the large amount of overtime in Public Works and asked that this subject be put on the next Infrastructure Committee agenda. This item was then accepted without objection.**
- b. Services Committee Minutes – 1/13/2014
- c. Edythe Dyer Library Board Minutes – 11/13/2013
- d. Lura Hoit Pool Board Minutes – 12/10/2013
- e. Bangor Humane Society – Stray Animal Report – December 2013

**Legislative Sentiment Presentation to RSU #22 Superintendent Rick Lyons from Representative Brian Duprey. Rep. Duprey presented a Legislative Sentiment to Superintendent Lyons in recognition of his receipt of the Alice Duckworth Award. Superintendent Lyons then updated the Council on recent positive awards received by RSU Board members, staff and students.**

B. PUBLIC COMMENTS – **Public comments were received from Terry McAvoy, 59 Monroe Road, Jeremy Williams, 1334 Carmel Road North, and Lisa Carter, 1088 Western Avenue.**

#### C. POLICY AGENDA

##### 1. PUBLIC HEARINGS

##### 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Services Committee Recommendations re Committee Reappointments:
  1. John Skehan – Dyer Library Board of Trustees – **Motion by Councilor Lawlis, seconded by Councilor Shakespeare to reappoint John Skehan to the Library Board. Unanimous vote in favor.**
  2. Ruth Stearns – Dyer Library Board of Trustees – **Motion by Councilor Lawlis, seconded by Councilor Shakespeare to reappoint Ruth Stearns to the Library Board of Trustees. Unanimous vote in favor.**

##### 3. UNFINISHED BUSINESS

- a. Presentation of Key to the Town for Richard Newcomb – **Resident Allison Berube gave a brief history of the contributions of Richard Newcomb to the maintenance of historical records and information for the Town of Hampden. Councilor Shakespeare gave further acknowledgement of the critical role Mr. Newcomb has made in helping to preserve Hampden's history and presented a key to the Town and a certificate of recognition to**

***Mrs. Newcomb who was attending to accept the award due to Richard Newcomb's illness.***

- b. Pledge of Allegiance – Addition to Council Rules #9, before Consent Agenda – ***Motion by Councilor McPike, seconded by Councilor Sirois to add the Pledge of Allegiance to Council Rules #9. A roll call vote was as follows – Sirois – Yes, McPike – Yes, Ryder – Yes, Duprey – Yes, Brann – No, Lawlis – Yes, Shakespeare – No. Motion carried. Public comment on this item was received from residents Lisa Carter, Jeremy Williams, and Jeremy Jones.***

#### 4. NEW BUSINESS

- a. Application for Renewal of Liquor License received from Wang & Lo, Inc. d/b/a Fresh Ginger Restaurant at 64 Main Road North – ***Motion by Councilor Ryder, seconded by Councilor McPike to approve the Liquor License from Wang & Lo, In. d/b/a Fresh Ginger Restaurant at 64 Main Road North. Unanimous vote in favor.***
- b. Town Redistricting Process – Discussion/Decision – ***Motion by Councilor Sirois, seconded by Councilor McPike to create a committee appointed by the Mayor composed of Councilors and residents and the Town Clerk. Unanimous vote in favor. Public comment on this item was received from residents Terry McAvoy, Cindy Philbrick, and Jeremy Williams.***

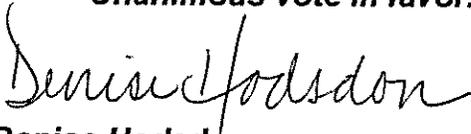
D. COMMITTEE REPORTS – ***Councilor Lawlis reported that the Services Committee discussed parks, committee nominees and the pool and Skehan Center. The Manager reported that the next newsletter is going to the printer at the end of the week. Councilor Sirois reported that Planning & Development had two items to discuss – timber harvesting in the shoreland zone and open space requirements. Mayor Duprey reported that the Finance & Administration Committee tabled the council rules discussion and discussed Kids Korner rules for employees and the Real Heroes breakfast.***

E. MANAGER'S REPORT – ***The Manager's Report is attached hereto and made part of the minutes. In addition to the report the Manager provided information on a YouTube site that the Town has established, asked if there was going to be conflicts for any councilor to attend the second meeting in February, and asked the Council if they would grant permission for her to testify at the legislative hearing to be held on the impact of proposed revenue sharing cuts. Motion by Councilor Lawlis, seconded by Councilor Sirois to authorize the Town Manager to testify at the legislative hearing regarding the impact to Hampden of proposed revenue sharing cuts by the State of Maine. Unanimous vote in favor.***

F. COUNCILORS' COMMENTS – ***Councilor Shakespeare commended the fire department for its response to the Route 1A house fire, and reminded residents that complaints regarding the transfer station should be made to the Town Manager and not to staff at the facility itself. Councilor Lawlis reminded people***

***to check on their neighbors. Mayor Duprey reminded councilors to bring ideas and strategies to the goals and objectives meeting that is being held on February 8<sup>th</sup>. She also stated that she would be attending a meeting about Agenda 21 that is being held by a group in the Community Room.***

- G. ***ADJOURNMENT – Motion by Councilor Sirois, seconded by Councilor Lawlis to adjourn at 9:08 p.m. in honor and lasting memory of all fallen war heroes. Unanimous vote in favor.***



***Denise Hodsdon  
Town Clerk***

MANAGER'S REPORT  
Tuesday, January 21, 2014

Retirement – Fire Lieutenant Frank Coombs has announced his upcoming retirement from the Town of Hampden. He has worked full time for the Town for 31 years and was a call fire fighter for Hampden and Belfast departments for ten years prior to that. His retirement date is May 1, 2014.

Cascade Fill System Installed – The Cascade fill system for the Scott Air Packs has been installed and is now operational. The system was paid for with a grant written by firefighter Jason Lundstrom.

Ambulance Repainted – The Town's newest ambulance will be repainted in April by the vendor who sold us the vehicle. They will also provide a loaner while ours is out – and there is no cost to the Town for the loaner or the paint job.

Public Safety Employee of the Year – The Public Safety department has named officer William Miller as Public Safety Employee of the Year. Officer Miller does an outstanding job of coordinating activities between Police and Fire in order to help keep the combined departments functioning smoothly.

Lifesaving Award of the Year – At the Public Safety Department awards on January 18<sup>th</sup>, FF/paramedics Jared Lebarne, Shawn McNally, and Dan Pugsley received the Lifesaving award of the year for saving the life of Robert Bingham who had suffered a heart attack in September of 2013.

Revenue Sharing – There is a legislative hearing on January 22<sup>nd</sup> in Augusta in regard to the potential loss of additional revenue sharing. The Maine Municipal Association has asked as many Towns as possible to testify at that hearing in regard to the impact of such a loss on community budgets. Does the Council wish me to attend this hearing and testify? The proposed reduction would be an additional \$230,519 over and above the \$28,815 we were expecting to lose over last year. Last year we lost \$196,355 over the prior year. The total reduction from 2012 would be \$455,689 if the additional proposed reduction moves forward.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-g

MONDAY

FEBRUARY 3, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Mayor Carol Duprey**

**Councilor Tom Brann**

**Councilor Ivan McPike**

**Councilor Greg Sirois**

**Town Clerk Denise Hodsdon**

**Rep. Brian Duprey**

**Councilor William Shakespeare**

**Councilor Jean Lawlis**

**Councilor David Ryder**

**Town Manager Susan Lessard**

**Town Attorney Tom Russell**

**Residents**

**The meeting was called to order at 7:03 p.m. by Mayor Duprey.**

**PLEDGE OF ALLEGIANCE – Mayor Duprey requested that all rise for the Pledge of Allegiance.**

**A. CONSENT AGENDA – Resident Kristen Hornbrook provided public comment on items A-3-f, A-3-h and A-3-i in support of the appointment of those candidates. She also spoke on item A-4-d related to her right to speak at a prior council meeting.**

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

**3. COMMUNICATIONS**

- a. Fresh Ginger Restaurant – Victualers License Renewal
- b. Jonathan Perry – New Applicant for Recreation Committee – Referral to Services Committee
- c. Nancy Fenders - New Applicant for Recreation Committee – Referral to Services Committee
- d. Nancy Foster - New Applicant for Recreation Committee – Referral to Services Committee
- e. Jessica O'Neill - New Applicant for Recreation Committee – Referral to Services Committee
- f. Jason Sharpe - New Applicant for Recreation Committee – Referral to Services Committee
- g. Matt Collier - New Applicant for Recreation Committee – Referral to Services Committee
- h. Paul Philbrick – Application for Appointment to Redistricting Committee
- i. Terry McAvoy – Application for Appointment to Redistricting Committee
- j. General Assistance Program Compliance Review

#### 4. REPORTS

- a. Draft Planning & Development Committee Minutes – 1/15/2014
- b. Finance & Administration Committee Minutes – 1/21/2014 – **Councilor Shakespeare indicated that these minutes should show as draft since they were not approved by the Committee prior to appearing on the Council agenda. Motion by Councilor McPike, seconded by Councilor Sirois to table item A-4-b and A-4-c until approved by their respective committees. Unanimous vote in favor.**
- c. Infrastructure Committee Minutes – 1/27/2014
- d. Town Attorney Opinion – Citizen Comment on Agenda Items
- e. Water Quality Update – Pine Tree Landfill

**Motion by Councilor McPike, seconded by Councilor Lawlis to approve the consent agenda. Unanimous vote in favor.**

B. PUBLIC COMMENTS - *None*

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Julie Johnston – Reappointment to Appeals Board – Finance & Administration Committee Recommendation – **Motion by Councilor Sirois, seconded by Councilor Brann to reappoint Julie Johnston to the Appeals Board. Unanimous vote in favor.**

3. UNFINISHED BUSINESS

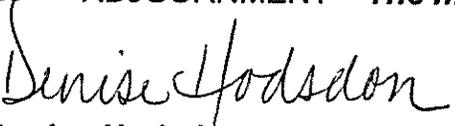
- a. Coldbrook Road Area Cancer Update – Mayor Duprey – **Mayor Duprey expressed concern that no further information was being received from the State in this matter. The Manager is to get in touch with the Maine Cancer registry to see if they have taken any further action to investigate.**
- b. Redistricting Committee Appointments/Meeting Date – **Mayor Duprey appointed Paul Philbrick, Terry McAvoy, Councilor Brann, Councilor McPike, Councilor Lawlis, Councilor Ryder and the Town Clerk to the Committee. The first meeting was scheduled for February 4, 2014 at 6 p.m. in the Council Chambers.**

**Mayor Duprey turned the gavel over to Deputy Mayor Ryder for the remainder of the meeting.**

#### 4. NEW BUSINESS

- a. Draft Subdivision Ordinance Open Space Amendment – Referral to Planning Board – ***Motion by Councilor Sirois, seconded by Mayor Duprey to refer this item to the Planning Board. Unanimous vote in favor.***
  - b. Draft Shoreland Zoning Ordinance Text Amendment re Timber Harvesting – Referral to Planning Board – ***Motion by Councilor Sirois, seconded by Councilor McPike to refer this item to the Planning Board. Unanimous vote in favor.***
  - c. Draft Shoreland Zoning Ordinance Map Amendment re Wetland Areas – Referral to Planning Board – ***Motion by Mayor Duprey, seconded by Councilor McPike to refer this item to the Planning Board. Unanimous vote in favor.***
  - d. Town Attorney Attendance at Meetings – Mayor Duprey – ***This item was tabled.***
  - e. MDOT Project – Route 1A – Infrastructure and Finance & Administration Committee Recommendations – ***Motion by Councilor McPike, seconded by Mayor Duprey to endorse the Finance Committee recommendation to proceed with the MDOT Project on Route 1A with the Town share to come from Streets and Roads Reserve. Unanimous vote in favor.***
  - f. Video Streaming/Taping of Committee Meetings – Mayor Duprey – ***Motion by Mayor Duprey, seconded by Councilor McPike to refer this item to the Services Committee for a recommendation to the Town Council to be provided by March 3, 2014. Vote 5-2 (Mayor Duprey, Councilors McPike, Lawlis, Sirois, Ryder in favor and Councilors Shakespeare and Brann opposed). Motion carried. Public comments on this item were received from Janet Hughes, 34 Old County Road, Kristen Hornbrook, Main Trail, and Rep. Brian Duprey, Monroe Road.***
  - g. Elm Street East Culvert – Infrastructure and Finance & Administration Committee Recommendations – ***Motion by Councilor McPike, seconded by Councilor Sirois to approve the Finance Committee recommendation to proceed with the Elm Street East culvert replacement project with the funds coming from the Public Works operating budget for paving. Unanimous vote in favor.***
- D. COMMITTEE REPORTS – ***Councilor Lawlis reported that Services would be meeting the following Monday and meeting videotaping would be on the agenda. Councilor Ryder reported that in addition to items on tonight's agenda that the committee was looking into public works overtime.***

- E. **MANAGER'S REPORT – *The Manager's report is attached hereto and made a part of the minutes.***
  
- F. **COUNCILORS' COMMENTS – *Councilor Shakespeare noted that the Town website needs to be updated for Committee assignments, and that he and Councilor Brann appreciate the support of citizens who believe in their right to not participate in the Pledge of Allegiance. Councilor Lawlis stated that there is room for improvement at the transfer station operation. Councilor McPike expressed concern about the impact of a large increase in the school budget on the Town's budget. Mayor Duprey stated that the ideas she presented for additions to the Council rules were just ideas for improving things and not a personal agenda.***
  
- G. **ADJOURNMENT – *The meeting was adjourned at 8:07 p.m.***

  
**Denise Hodsdon**  
**Town Clerk**

## MANAGER'S REPORT

February 3, 2013

Dog Licenses – There is now a \$25 late fee for all dogs that were not licensed by 1/31/2014.

Transfer Station Decals – Per Council Policy, effective 2/1/2014 persons without 2014 transfer station decals were not allowed to use the Transfer Station. 500 vehicles utilized the transfer station this weekend and 112 were turned away. This resulted in MANY unhappy people at the counter today to get a current sticker. This policy has been in effect since 2008.

Video Streaming – Cable Channel 7 is now video streaming on justin.tv/hampdenmaine. I have put a link on the front of our webpage so that people can find it. I am in hopes – but not sure – that the audio is working because at the present time, the audio is also not working on the hard drive of our computer – only on the DVD. Matt Thomas is working on a solution for both issues. We formerly had used Ustream but that was not a reliable feed and kept 'kicking out' the channel every 24 hours.

Council Workshop – The Town Council Goals & Objectives meeting for 2014 will be held <sup>on Sat. 2/8</sup> in the Council chambers. The purpose of this workshop is for the Council to discuss what its priorities are for work in the next year's budget, what type of budget they want to see presented, and what the constraints are related to absorbing increases from the School and County budgets. It is not a meeting at which advocacy for or against town operations by the public will be discussed. Those discussions will be part of the budget deliberation and public hearing process for the budget in May and June.

Public Safety Director – Public Safety Director Joe Rogers was named Chief of the Year by the Maine Association of Police at their annual awards on January 25th. He received the Donald W. Pickering Chief's award. Not only is his leadership recognized within the public safety department in Hampden – but statewide. We are fortunate to have Joe as our Public Safety Director.

Farmer's Market - I have received a request for the Farmer's Market that has been operating in the parking lot of the old Hampden Academy for permission to operate this upcoming season in the parking lot here at the Town Office. This request will be on the Services Committee agenda for discussion at the meeting on February 10<sup>th</sup>.

Home Composter Sale – The Town has received information for the annual State of Maine backyard composter program that runs from February 1<sup>st</sup> through May 3<sup>rd</sup>. The Town has participated for the past five years or so and has contributed 50% of the cost of composter's purchased. This item will be on the Infrastructure Committee Agenda on February 24<sup>th</sup>.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-h

TUESDAY

FEBRUARY 18, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Deputy Mayor David Ryder**  
**Councilor Tom Brann**  
**Councilor Greg Sirois**  
**Town Manager Susan Lessard**  
**Town Attorney Tom Russell**

**Councilor William Shakespeare**  
**Councilor Jean Lawlis**  
**Councilor Ivan McPike**  
**Town Clerk Denise Hodsdon**  
**Residents**

**The meeting was called to order by Deputy Mayor Ryder at 7 p.m.**

**PLEDGE OF ALLEGIANCE – Deputy Mayor Ryder requested that all rise and state the Pledge of Allegiance.**

**A. CONSENT AGENDA – Councilor Shakespeare requested that items A-3-a and A-4-d be set aside for discussion. Motion by Councilor Lawlis, seconded by Councilor Sirois to approve the balance of the consent agenda. Unanimous vote in favor.**

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

**a. October 7, 2013**

**3. COMMUNICATIONS**

- a. Goodwill Riders Snowmobile Club – Thank You – Councilor Shakespeare questioned the terms of the lease for the Snowmobile Club and whether they received any funding from the Town. The Manager responded that the lease is for \$1 per year and that the Town gave the Club \$1000 per year from snowmobile registration fees to assist with the cost of trail grooming.**
- b. Stephanie Shayne – New Applicant for Recreation Committee – Referral to Services Committee**
- c. Jaric Fontaine - New Applicant for Recreation Committee – Referral to Services Committee**

**4. REPORTS**

**a. Bangor Humane Society Stray Animal Report – January 2014**

- b. Draft Redistricting Committee Minutes – 2/4/2014
- c. Department Reports – January 2014
- d. Pool Board Minutes – 1/14/2014 – **Councilor Shakespeare questioned pool board expenditures related to their annual giving campaign. The Manager explained that the printing expenses were incurred up front but were covered by the donations received.**

**Motion by Councilor Shakespeare, seconded by Councilor Brann to approve items C-3-a and C-4-d of the consent agenda. Unanimous vote in favor.**

B. PUBLIC COMMENTS – Scott Carter, 1088 Western Avenue provided public comments a copy of which is attached and is hereby part of the minutes.

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

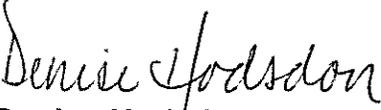
3. UNFINISHED BUSINESS

- a. Public Works Director Department Report – **This report will be rescheduled to a future meeting.**
- b. Reapportionment of Council Districts - Redistricting Committee Recommendation – **Two proposals were discussed by the Committee and it was the consensus of the Committee to move forward with the plan that retains four districts. Motion by Councilor Sirois, seconded by Councilor Shakespeare to accept the redistricting proposal recommended by the Committee. Unanimous vote in favor.**
- c. Penobscot Valley Refuse Disposal District – Consent Ballot and District Dissolution – Finance & Administration Committee Recommendation – **Motion by Councilor McPike, seconded by Councilor Lawlis to accept Hampden’s share of the funds remaining in treasury of the Penobscot Valley Refuse Disposal District and authorize the Manager to sign the consent ballot and dissolution document for that entity. Unanimous vote in favor.**
- d. Video Streaming/Taping of Committee Meetings – Services Committee Recommendation – **Motion by Councilor Lawlis, seconded by Councilor Brann to make an effort to improve sound quality for the hearing impaired at both Council and Committee meetings and leave recordkeeping as it is. Vote 2-4. (Councilors Shakespeare & Brann in favor and Councilors Ryder, Sirois, Lawlis, and McPike opposed.) Motion failed. Motion by Councilor Lawlis, seconded by Councilor McPike for all Committee meetings to be audiotaped by the Town with audiotape recordings to be**

**available to the public. Vote 4-2. (Councilors Lawlis, Ryder, McPike and Sirois in favor and Councilors Shakespeare and Brann opposed.) Motion carried.**

4. NEW BUSINESS

- a. Request to Use Computer Reserve Funds for Upgrade to Network Equipment – Finance & Administration Committee Recommendation – **Motion by Councilor McPike, seconded by Councilor Sirois to approve the Finance Committee recommendation to expend \$1200 from Computer Reserve for items to update the networking equipment. Unanimous vote in favor.**
  - b. Sewer Commitment – 10/1/13 to 12/31/13 – **Motion by Councilor McPike, seconded by Councilor Sirois to approve the fourth quarter sewer billing of 2013. Unanimous vote in favor.**
  - c. Arbitrage and Use of Proceeds Policy – Finance & Administration Committee Recommendation **Motion by Councilor McPike, seconded by Councilor Sirois to approve the Arbitrage & Use of Proceeds Policy recommended by the Finance Committee to meet the requirements of the Maine Bond Bank. Unanimous vote in favor.**
- D. COMMITTEE REPORTS – **Infrastructure Committee will meet next Monday. Planning & Development Committee's last meeting was cancelled and the Services Committee had nothing to report.**
- E. MANAGER'S REPORT – **The Manager's report is attached hereto and made part of the minutes.**
- F. COUNCILORS' COMMENTS – **Councilor Shakespeare noted that the flags were positioned incorrectly before the meeting and discussed negative comments made by people regarding the Pledge of Allegiance matter.**
- G. ADJOURNMENT – **The meeting was adjourned at 7:57 p.m.**

  
**Denise Hodsdon**  
**Town Clerk**

Scott Carter 1088 Western Ave Hampden

I want to talk about something that I see happening in these meetings. Most people don't recognize it for what it really is, they see it as just bickering and fighting between people that have opposing views. I recognize it for what it really is as do others who are from what I like to call the "Political Generation". We are fully immersed in politics, have been to numerous political meetings and maybe even held public office in the past or currently.

What is going on in these committee meetings and council meetings is a strategy called "Shock Politics". You have probably seen this tactic used before. For example, a protest where violence breaks out or more recently we all witnessed the "Occupy Wall Street" incidents. This strategy is usually used when a small group finds themselves out of power. The strategy is used to shock and intimidate people into silence or inaction. Let me give you some examples of "Shock Politics" being used recently in committee and council meetings here in Hampden.

As I'm sure people watching this at home have witnessed, in the past two council meetings it is almost impossible for the new Mayor to even finish a sentence without being rudely interrupted, berated and bullied. This is meant to disrupt, confuse and intimidate. Something that you can't see at home are the "Shock Politics" tactics that are being used in the committee meetings because they are not televised. In one meeting, a former Mayor, who was having nothing short of a "meltdown" was escorted out of the building by another councilor while she screamed profanities and slammed doors.

Sadly, in the committee meeting on February 4th their tactics turned violent. One of the council members who is part of this disgruntled small group brought his wife to the meeting and she tried to physically attack a citizen who was on the committee. Luckily she did not reach the citizen before being restrained.

The desired effect of these "Shock Politics" tactics is to stop good people from attending meetings and speaking up. It works for an initial period of time until people see it for what it really is and then the tide turns against those employing the strategy, especially in such a politically savvy town like Hampden.

Having seen this "Shock Politics" strategy tried many, many times I can tell you that the end result is always the same. The perpetrators are exposed for what they really are and, clearer heads prevail, the system we have in place works and the bullies are voted out. Remember, nobody likes a bully.

In closing I would encourage the good men and women on this council to not be afraid and intimidated, don't be distracted by all the huffing and puffing and roaring, because, it is just that. Stay focused on the task at hand, the job you've been called to do, to make the Town of Hampden a great place to live for all. You might have noticed I didn't

mention the councilors specifically who are engaging in these shocking tactics, I think we all know who they are and if you don't know just watch the beginning of the council meetings and notice who does not honor our flag with the pledge of allegiance.

MANAGER'S REPORT

February 18, 2014

Tax Foreclosures – The foreclosure date for unpaid 2011-12 property taxes is Monday, February 24<sup>th</sup>. At this point we expect no new foreclosures to occur. We have two properties in repayment agreements that are making the required payments to redeem their properties.

Sewer Bills – Sewer Bills were mailed out last week. Their due date is March 12<sup>th</sup>.

Tax Bills – A little over a month until the second half of property taxes are due. The second half is due by April 2<sup>nd</sup> to avoid interest.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

.....  
MONDAY MARCH 3, 2014 7:00 P.M.  
.....

**NOTE:** These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.

*Attending:*

- |                                   |  |
|-----------------------------------|--|
| <i>Mayor Carol Duprey</i>         | <i>Town Attorney Thomas Russell</i>      |
| <i>Councilor David Ryder</i>      | <i>Town Manager Susan Lessard</i>        |
| <i>Councilor Bill Shakespeare</i> | <i>Town Clerk Denise Hodsdon</i>         |
| <i>Councilor Greg Sirois</i>      | <i>Public Safety Director Joe Rogers</i> |
| <i>Councilor Jean Lawlis</i>      | <i>Representative Brian Duprey</i>       |
| <i>Councilor Tom Brann</i>        | <i>Shelby Wright</i>                     |
|                                   | <i>Citizens</i>                          |

*Mayor Duprey called the meeting to order at 7:00 pm.*

**PLEDGE OF ALLEGIANCE** – *Mayor Duprey led the Pledge of Allegiance*

**A. CONSENT AGENDA** – *There being no objections, Mayor Duprey declared the Consent Agenda accepted.*

**1. SIGNATURES**

**2. SECRETARY’S REPORTS**

**3. COMMUNICATIONS**

- a. **Dysarts Travel Stop – Victualers License Renewal**
- b. **R & K Variety – Victualers License Renewal**
- c. **Jennifer Burgess/Town – Thank You to Police Department**

**4. REPORTS**

- a. **Finance Committee Minutes – 1/21/2014**
- b. **Finance Committee Minutes – 2/3/2014**
- c. **Infrastructure Committee Minutes – 12/9/2013**
- d. **Infrastructure Committee Minutes – 1/27/2014**

**\* LEGISLATIVE SENTIMENT FOR PUBLIC SAFETY DIRECTOR JOSEPH ROGERS**  
– *Representative Brian Duprey – Representative Duprey presented a Legislative Sentiment to Public Safety Director Joe Rogers recognizing Chief Rogers as the recipient of the David W. Pickering Chief’s Award by the Maine Association of Police.*

**\*\* PUBLIC SAFETY OVERVIEW** – *Public Safety Director Rogers gave an overview of the structure and make-up of the Public Safety Department.*

**B. PUBLIC COMMENTS** – *There were none.*

**C. POLICY AGENDA**

**1. PUBLIC HEARINGS** – *There were none.*

**2. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. **Peter Weatherbee – Reappointment to Planning Board – Planning & Development Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Lawlis to reappoint Peter Weatherbee to the Planning Board. Unanimous vote in favor.*
- b. **Eugene Weldon – Reappointment to Planning Board – Planning & Development Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Lawlis to reappoint Eugene Weldon to the Planning Board. Unanimous vote in favor.*

**3. UNFINISHED BUSINESS**

- a. **Hampden Children’s Day Update – Shelby Wright** – *Shelby Wright updated the Council on fundraising events and noted that volunteers are always needed and any input and feedback is appreciated.*
- b. **Ordinance re Town Charter Amendment – Section 807 District Boundaries – Introduction for Public Hearing** – *Councilor Lawlis introduced this item for public hearing.*
- c. **Marina Parking Lot Development RFP – Planning & Development Committee Recommendation** – *Motion by Councilor Sirois, seconded by Councilor Lawlis to move forward with going out for requests for proposals in the marina parking lot development. Unanimous vote in favor.*

**4. NEW BUSINESS**

- a. **Public Access along Route 202 – Planning & Development Committee Recommendation** – *Motion by Councilor Sirois, seconded by Councilor Lawlis to move forward with a partnership with Peter Thornton to develop a right-of-way off Route 202. Unanimous vote in favor.*
- b. **Hampden Woods Subdivision – Amendment to Restrictive Covenants** – *Motion by Councilor Brann, seconded by Councilor Sirois to adopt the Amendment to Restrictive Covenants for Hampden Woods*

*Subdivision as recommended by the Town Attorney. Unanimous vote in favor.*

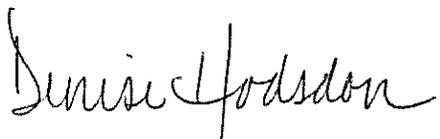
- c. **Adding Friday to Construction/Demo Weekends at Transfer Station – Infrastructure Committee Recommendation – Motion by Councilor Ryder, seconded by Councilor Shakespeare to add Fridays to the schedule of construction and demo weekends at the transfer station. Unanimous vote in favor.**
- d. **Swap Shop Passes – Infrastructure Committee Recommendation – Motion by Councilor Lawlis, seconded by Councilor Shakespeare to authorize the Town Manager to create swap shop passes for residents who wish to visit the swap shop but who do not otherwise have access to the transfer station. Unanimous vote in favor.**
- e. **Diesel Fuel Tank Replacement – Recommendations of Infrastructure Committee and Finance & Administration Committee – Motion by Councilor Shakespeare, seconded by Councilor Ryder to go out to bid for replacement of the diesel fuel tank at the Public Works garage, not to exceed a cost of \$15,000. Unanimous vote in favor.**
- f. **Snowblower Attachment for Sidewalk Trackless – Recommendations of Infrastructure Committee and Finance & Administration Committee – Motion by Councilor Shakespeare, seconded by Councilor Sirois to waive the bid process and approve the purchase of a replacement snowblower attachment for the sidewalk trackless at a cost of \$22,000, with funding to come from the Public Works Equipment Reserve account. Unanimous vote in favor.**
- g. **Home Backyard Composters – Recommendations of Infrastructure Committee and Finance & Administration Committee – Motion by Councilor Lawlis, seconded by Councilor Ryder to continue to sponsor and make available the backyard composters with the Town paying half of the cost. Vote on the motion was 4 in favor (Shakespeare, Ryder, Lawlis and Sirois); and 2 opposed (Duprey and Brann); motion carried.**
- h. **Video Taping of All Public Meetings: People’s Referendum – Brian Duprey – Following discussion of this request, the Council took no action.**

**D. COMMITTEE REPORTS**

**Services Committee** – *The next meeting will be at 6:00 pm on Monday, March 10<sup>th</sup>. Councilor Lawlis informed the Council that the April meeting will include financial information relative to the Skehan Center.*

**Infrastructure Committee** – *Councilor Ryder reported that the Committee is recommending that the fee for transfer station decals be increased from \$5.00 to \$20.00 and that item will be on the next Council agenda.*

- E. MANAGER'S REPORT** – *Manager Lessard reported that Town roads were posted to heavy load limits on February 28<sup>th</sup> and that 30-day notices of sewer liens will be going out on March 13<sup>th</sup>.*
- F. COUNCILORS' COMMENTS**  
*Councilor Ryder congratulated the Hampden Academy Boys Basketball team on a great season.*  
*Mayor Duprey also offered congratulations to the HA Boys team and said she was impressed by their 43 straight victories.*
- G. ADJOURNMENT** – *There being no further business, the meeting was adjourned at 8:20 pm.*



Denise Hodsdon  
Town Clerk



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-j

MONDAY

MARCH 17, 2014

7:00 P.M.

**NOTE:** These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.

*Attending:*

Mayor Carol Duprey  
Councilor David Ryder  
Councilor Tom Brann  
Councilor Bill Shakespeare  
Councilor Jean Lawlis  
Councilor Greg Sirois  
Councilor Ivan McPike

Town Attorney Thomas Russell  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Police Sgt. Chris Bailey  
Representative Brian Duprey  
A Member of the Press  
Citizens

*Mayor Duprey called the meeting to order at 7:00 pm.*

**PLEDGE OF ALLEGIANCE** – *Mayor Duprey led the Pledge of Allegiance.*

**A. CONSENT AGENDA** – *There being no objection, Councilor Duprey declared the Consent Agenda accepted.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

**3. COMMUNICATIONS**

- a. Letter from Governor LePage
- b. Thank you letter to Hampden Police

**4. REPORTS**

- a. Finance Committee Minutes – 3/3/2014
- b. Library Board of Trustees Minutes – 01/08/2014
- c. Services Committee Minutes – 2/10/2014
- d. Bangor Humane Society Stray Animal Statistics – February 2014
- e. Monthly Department Reports – February
- f. Edythe L. Dyer Community Library Trustees – 3-12-2014

**B. PUBLIC COMMENTS** – *There were none.*

**C. POLICY AGENDA**

## 1. PUBLIC HEARINGS

- a. **Ordinance re Town Charter Amendment – Section 807 District Boundaries** – *Mayor Duprey opened the public hearing and no one spoke in favor or opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor McPike, seconded by Councilor Lawlis to adopt the ordinance and send it to referendum at the June election. Vote on the motion was 5 in favor (Lawlis, Ryder, McPike, Sirois and Duprey); 1 opposed (Shakespeare). Councilor Brann objected to it going to referendum in June and he refused to vote on the motion – Motion carried.*

## 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Nancy Fenders – Appointment to Recreation Committee – Services Committee Recommendation** – *Motion by Councilor Lawlis, seconded by Councilor Ryder to appoint Nancy Fenders to the Recreation Committee. Unanimous vote in favor.*
- b. **Jonathan Perry – Appointment to Recreation Committee – Services Committee Recommendation** - *Motion by Councilor Lawlis, seconded by Councilor Ryder to appoint Jonathan Perry to the Recreation Committee. Unanimous vote in favor.*
- c. **Jessica O'Neill – Appointment to Recreation Committee – Services Committee Recommendation** - *Motion by Councilor Lawlis, seconded by Councilor Ryder to appoint Jessica O'Neill to the Recreation Committee. Unanimous vote in favor.*
- d. **Jason Sharpe – Appointment to Recreation Committee – Services Committee Recommendation** - *Motion by Councilor Lawlis, seconded by Councilor Ryder to appoint Jason Sharpe to the Recreation Committee. Unanimous vote in favor.*

## 3. UNFINISHED BUSINESS

- a. **Bangor Humane Society – Contract for 2014-2015** – *This item was postponed pending receipt of further information.*
- b. **Consideration of Videotaping RSU 22 School Board Meetings & RSU 22 Response** – *Motion by Councilor Sirois, seconded by Councilor McPike to move forward with videotaping RSU #22 School Board meetings. Vote on the motion was 4 in favor (Sirois, McPike, Duprey and Ryder) and 3 opposed (Lawlis, Brann and Shakespeare) – motion carried.*
- c. **Balance of Sewer Commitment – 10/1/2013-12/31/2013** – *Motion by Councilor Sirois, seconded by Councilor McPike to approve the additional sewer commitment for the 76 accounts that had not been billed in the latest billing. Unanimous vote in favor.*

#### 4. NEW BUSINESS

- a. **Zoning Ordinance Map Amendment – Western Avenue – Planning & Development Committee Recommendation to refer to Planning Board** – *Motion by Councilor Sirois, seconded by Councilor Lawlis to refer this to the Planning Board for public hearing. Unanimous vote in favor.*
- b. **Zoning Ordinance Text Amendment – Business B District – Planning & Development Committee Recommendation to refer to Planning Board** – *Motion by Councilor Sirois, seconded by Councilor Ryder to refer this to the Planning Board for public hearing. Unanimous vote in favor.*
- c. **Making All Council/Committee Meetings ADA Compliant – Brian Duprey** – *The Council asked Manager Lessard to investigate options to improve the sound system and accommodations in the Council chambers to allow people with disabilities to better participate in all meetings.*
- d. **Transfer Station Decal Fee Increase from \$5 to \$20 – Infrastructure Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Lawlis to increase the transfer station decal fee from \$5.00 to \$20.00 per vehicle per year. Vote on the motion was 2 in favor (Lawlis and Duprey) and 5 opposed (Ryder, Brann, Shakespeare, Sirois and McPike) – motion failed. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to increase the transfer station decal from \$5.00 to \$10.00 per vehicle per year for 2015. Unanimous vote in favor.*
- e. **Proposed Council Rules Change – Adding Agenda Heading for “News, Presentations, & Awards” – Mayor Duprey** – *Mayor Duprey indicated that she wanted to include this as part of each meeting agenda and asked that this be placed on the agenda for action at the next meeting.*
- f. **Proposed Council Rules Change – Adding Call-in Ability for Questions During Council Meetings – Mayor Duprey** – *Mayor Duprey indicated that this item will be on the agenda for the April 8<sup>th</sup> meeting and a motion will be in order at that time.*
- g. **Councilor Authority Outside of Council Meetings – Councilor Brann** – *Councilor Brann said he had nothing on this item, therefore there was no discussion.*
- h. **Questions regarding NESCOM filming of March 3, 2014 – Councilor Shakespeare** – *This item was for discussion purposes only. No action was taken.*

- i. **Budget Concerns & School Budget Impact – Councilor Sirois –**  
*Councilor Sirois said he had no further comments and this item was not discussed.*
  
- j. **Possible Violation of Code of Ethics by a Town Councilor (Executive Session pursuant to 1 MRS Sections 405(6)(A); 405(6)(E) and 405(6)(F) – Motion by Councilor Sirois, seconded by Councilor McPike to enter into executive session pursuant to 1 MRS Sections 405(6)(A), 405(6)(E) and 405(6)(F) to include the Town Manager and Town Attorney. Vote on the motion was 4 in favor (Sirois, McPike, Ryder and Duprey) and 3 opposed (Brann, Lawlis and Shakespeare) – motion carried.**  
*Motion by Councilor Sirois, seconded by Councilor Shakespeare to re-enter regular session. Unanimous vote in favor.  
Mayor Duprey stated that no violation of the Code of Ethics had occurred.*

**D. COMMITTEE REPORTS**

**Services Committee –** *Councilor Lawlis reminded the Council that the April meeting would contain a financial update on the Skehan Center.*

**Infrastructure Committee –** *The next meeting will be on Monday, March 24<sup>th</sup>.*

**Planning & Development Committee –** *The next meeting is on Wednesday, March 19<sup>th</sup>.*

- E. MANAGER'S REPORT –** *A copy of the Manager's Report is attached and made a part of the minutes.*

**F. COUNCILORS' COMMENTS**

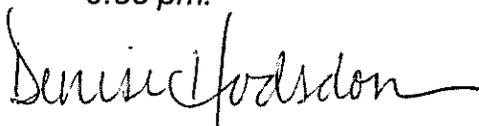
**Councilor Brann** noted that Freedom of Information training has not been done by one Councilor. He also commented that 4 members had been appointed to one of the Council committees, which he said was a violation of Council Rules.

**Councilor Lawlis** felt that the Council did the right thing in sending the Charter amendment regarding re-districting to the voters in June.

**Councilor Shakespeare** reminded Mayor Duprey that comments she made at the beginning of the last meeting should have been made during Councilor's Comments.

**Mayor Duprey** commented that precedent had been set for 4 members on the Planning & Development Committee.

- G. ADJOURNMENT –** *There being no further business, the meeting was adjourned at 9:55 pm.*



Denise Hodsdon  
Town Clerk

## MANAGER'S REPORT

March 17, 2014

Tax Due Date – A reminder that Tax Due Date for the second half of property taxes, in order to avoid interest, is Wednesday, April 2<sup>nd</sup>. The Town office staff will once again be providing refreshments in the lobby for taxpayers who come to pay on that date.

County Meeting – I will be attending a meeting of the County Commissioners on Tuesday, March 19<sup>th</sup> where they will be discussing the concept of the County doing assessing for communities on a fee for service basis.

School/Managers – I will be attending a meeting with the School Superintendent, assistant Superintendent and the Managers of Winterport and Newburgh tomorrow to get an update on where the school budget process stands. It is my understanding that RSU is not seeing additional State monies for this year, so the discussion should be interesting.

B-2-k



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY APRIL 7, 2014 7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>Mayor Carol Duprey</b>            | <b>Councilor William Shakespeare</b> |
| <b>Councilor David Ryder</b>         | <b>Councilor Tom Brann</b>           |
| <b>Councilor Jean Lawlis</b>         | <b>Councilor Ivan McPike</b>         |
| <b>Councilor Greg Sirois</b>         | <b>Town Manager Susan Lessard</b>    |
| <b>Town Clerk Denise Hodsdon</b>     | <b>Town Attorney Tom Russell</b>     |
| <b>Dean Bennett, Econ. Dev. Dir.</b> | <b>Residents</b>                     |
| <b>Media representatives</b>         |                                      |

**The meeting was called to order at 7:00 p.m. by Mayor Duprey.**

**PLEDGE OF ALLEGIANCE – Mayor Duprey asked all to rise and recite the Pledge of Allegiance.**

**A. CONSENT AGENDA – The consent agenda was accepted without objection.**

1. SIGNATURES
2. SECRETARY'S REPORTS
3. COMMUNICATIONS
  - a. Victualer's License Renewals:
    1. Pizza Gourmet
    2. McK's Variety
    3. Best Western White House Inn Filibuster Lounge
    4. Armstrong Tennis Center
    5. McLaughlin's at the Marina
  - b. Mayor Duprey/Councilor Brann – Pledge of Allegiance
  - c. Emails received re Pledge of Allegiance

**4. REPORTS**

- a. Rapid Renewal Reports – January, February & March 2014

**B. PUBLIC COMMENTS – Jim Folsom, 43 Highland Ridge, addressed the Council about projects related to the History of Hampden.**

**C. POLICY AGENDA**

1. PUBLIC HEARINGS – *None.*
2. NOMINATIONS – APPOINTMENTS – ELECTIONS – *None.*
3. UNFINISHED BUSINESS
  - a. Pledge of Allegiance – Councilor Shakespeare – *This item was for discussion only. Public comments were made by Ray Lupo, 10 Patterson Street, Jeffrey King, 54 Summer Street, Kristen Hornbrook, Main Trail, James Davitt, Summer Street, Ronald Renfret, State VFW Commander. Councilor Shakespeare and Mayor Duprey also voiced opinions in regard to this issue. No action was taken.*
  - b. Citizen Petitions – Charter & Ordinances & Legal Issues – Councilor Brann – *Motion by Councilor Brann, seconded by Councilor Shakespeare to ask the Town Manager to authorize the Town Attorney to prepare a guide for citizen petitions that will be compliant with state law. Vote 3-4. (Councilors Shakespeare, Brann and Lawlis in favor and Mayor Duprey and Councilors Sirois, McPike, and Ryder opposed). Motion failed. The Town Attorney has prepared an opinion that indicates that the Town Charter is not consistent with State Law in regard to how the petition process works for charter amendments. Councilor Sirois referred this topic to the Finance & Administration Committee for further work.*
  - c. Codification of Ordinances & Charter – Councilor Brann – *After considerable discussion over the need for codification of ordinances and the cost for this process, there was a motion by Councilor Brann, seconded by Councilor Shakespeare to refer this to Finance to begin the RFP process for codification of ordinances. Vote 5-2 (Councilors Shakespeare, Brann, McPike, Sirois and Lawlis in favor and Mayor Duprey and Councilor Ryder opposed.) Motion carried.*
  - d. Council Rules Change – Adding Agenda Heading for “News, Presentations, & Awards” – Mayor Duprey – *Motion by Councilor Lawlis, seconded by Councilor Sirois to add an agenda heading for “News, Presentations, & Awards” to the Council Rules for Council agendas. Vote 5-2. (Mayor Duprey and Councilors Sirois, Lawlis, Shakespeare, and McPike in favor and Councilors Brann and Ryder opposed.) Motion carried.*
  - e. Bid Results – Riverfront Park – Recommendations of Planning & Development and Finance & Administration Committees – *Motion by Councilor McPike, seconded by Councilor Brann to award the Riverfront park contract to Maine Earth in the amount of \$248,985*

**with \$232,383 to come from the Chevron grant and the remainder to come from Host Community Benefit. Unanimous vote in favor.**

- f. Easement to Hampden Water District – Marina Property – **Motion by Councilor Brann, seconded by Councilor Ryder to grant the easement to the Hampden Water District for the water line and hydrant that were part of the land swap of the Marina property. Unanimous vote in favor.**
- g. Sargent Development Agreement – Hampden Business Park – Planning & Development Committee Recommendation – **Motion by Councilor Brann, seconded by Councilor Lawlis to discuss items C-3-g and C-3-h together. Unanimous vote in favor. Attorney Russell advised that once the ordinance in item C-3-h is adopted, it approves the agreement in item C-3-g. Councilor Brann introduced item C-3-h “Ordinance Authorizing the Conveyance of Land Owned by the Town of Hampden – Hampden Business Park/Sargent Corporation” for public hearing. Councilor Lawlis requested that the original RFP, the RFP response, and the agreement be included in the information for the public hearing.**
- h. Ordinance Authorizing Conveyance of Land Owned by the Town of Hampden – Hampden Business Park/Sargent Corporation – Introduction for Public Hearing
- i. Goals & Objectives – Reschedule Meeting – **The Goals & Objectives meeting will be held on April 15 at 6 p.m. for budget priorities.**

#### 4. NEW BUSINESS

- a. Fees Ordinance Amendment – Recreation Fees – Finance Committee Recommendation & Introduction for Public Hearing – **Councilor Brann introduced the Fees Ordinance Amendment for Recreation Fees for public hearing.**
- b. Pool Entrance Roof Replacement – Infrastructure Committee Recommendation - **Motion by Councilor Brann, seconded by Councilor Lawlis to solicit bids for a metal roof for the pitched roof at the pool. Unanimous vote in favor. Public Comment was received on this item from resident Ray Lupo.**
- c. Ballfield/Cemetery/Parks Mowing & Maintenance – Infrastructure Committee Recommendation – **Motion by Councilor Brann, seconded by Councilor McPike to go out to bid for cemetery mowing for a three year period. Unanimous vote in favor. Public comment was received on this item from resident Ray Lupo.**
- d. Acceptance of Maine Forest Service Volunteer Fire Assistance Grant – Finance Committee Recommendation – **Motion by Councilor Brann,**

**seconded by Councilor Lawlis to accept the Maine Forest Service Volunteer Fire Assistance Grant, with the Town's 50% share of \$3,646.80 to come from Matching Grants Reserve for the purpose of acquiring appropriate gear/clothing for brush fire/wildfire conditions. Unanimous vote in favor. Public comment on this item was received from resident Terry McAvoy.**

e. **Alewives Fishing Rights – Motion by Councilor Brann, seconded by Councilor Ryder to retain fishing rights for alewives in the Souadabscook. Unanimous vote in favor.**

- D. **COMMITTEE REPORTS – Councilor Lawlis reported that the Services Committee would be discussing the quarterly report of Skehan Center expenses at the next meeting. Finance & Administration approved minutes and warrants, bid results for Riverfront Park, the fees ordinance and the Maine Forest Service Grant.**
- E. **MANAGER'S REPORT – The Manager's Report is attached hereto and made a part of the minutes.**
- F. **COUNCILORS' COMMENTS – Councilor Brann stated that Council Rules have not been updated on the website, that effort needs to be put into re-establishing the Conservation Commission. Councilor Lawlis reported on various Children's Day fundraisers that were ongoing. Councilor Shakespeare stated that he hoped that he did not have to request that a police officer be at any council meetings in the future. Mayor Duprey stated that all debate should be done in a respectful manner and that all ideas are worthy of discussion and the council needs to get past pettiness.**
- G. **ADJOURNMENT – The meeting was adjourned at 9:55 p.m.**



**Denise Hodsdon  
Town Clerk**

## MANAGER'S REPORT

April 7, 2014

### Another POSITIVE Recognition for Hampden!

A national real estate blog named Movato has named Hampden as the 8<sup>th</sup> best community in Maine in which to live. It is noteworthy that Hampden is the only community in the central Maine area to make the top ten. This is the third time in as many months that the Town of Hampden has been recognized as a quality place to live. So far we are first in communities in Maine in which to raise a family, in the top six places in Maine in which to live according to DownEast Magazine, and now the 8<sup>th</sup> best community in the state by Movato based on a wide range of criteria from crime rate to household income to housing values. There is much to be proud of here in Hampden, and it is important to remember that it has taken the efforts of all for the community to attain those rankings. The community has worked hard to maintain good infrastructure and great public services from outstanding police, fire, and EMS to a wide range of recreational opportunities. Our mil rate is one of the lowest in the region for communities with a full range of public services. We have a strong core of businesses in the community who have prospered here – and others are looking to join them. RSU 22 provides exceptional education for our children and continues to be a major economic development tool for the community. The underpinning of all of this is that Hampden is home to many many wonderful people. I consider myself blessed on a daily basis for the ability to work for and live in this community.

Tax Due Date Results – I am very pleased to report that as of today, 93% of the 2013/14 real estate taxes have been paid. That is an exceptional collection percentage less than one week after the second half of taxes were due.

School Board Meeting Videotaping – I have made arrangements for the taping of the School Board Budget meeting on Wednesday, April 9<sup>th</sup>.

Stream Clean Up – Saturday, May 3, 2014 will be the annual stream/roadside cleanup in Hampden. Interested volunteers should meet at the Community Room of the Town Office at 9 a.m. This will be the tenth year that the Town has participated in this regional clean-up program coordinated by the Bangor Area Storm Water Group. There will be a barbecue for volunteers at noon at the Town Office following the cleanup. There are opportunities for all ages, but it is necessary for younger children to be accompanied by a parent or guardian. For more information – contact Town Planner Robert Osborne at 862-4500 or email [planner@hampdenmaine.gov](mailto:planner@hampdenmaine.gov)

Transfer Station Change - A reminder that starting on Friday, April 11<sup>th</sup>, the construction demo/wood/metal collection weekend schedule will include Fridays. These weekends remain the second and fourth weekends of each month.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-1

TUESDAY

APRIL 22, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Mayor Carol Duprey**

**Councilor David Ryder**

**Councilor Greg Sirois**

**Town Manager Susan Lessard**

**Town Clerk, Denise Hodsdon**

**Media Representatives**

**Councilor William Shakespeare**

**Councilor Tom Brann**

**Councilor Ivan McPike**

**Town Attorney Tom Russell**

**Citizens**

**The meeting was called to order at 7:03 p.m. by Mayor Duprey.**

- A. PLEDGE OF ALLEGIANCE – **Mayor Duprey requested that all rise and recite the Pledge of Allegiance.**
- B. CONSENT AGENDA – **Councilor Shakespeare requested that item B-3-a be set aside for discussion. The balance of the agenda was accepted without objection.**
  1. SIGNATURES
  2. SECRETARY'S REPORTS
  3. COMMUNICATIONS
    - a. Hampden Business Association's Awards Dinner – 5/20/14 – **Councilor Shakespeare questioned whether the Town would be having a table at the event this year. The Manager responded that the Town would be having a table and presenting a key to the Town to the award recipient. This item was accepted without objection.**
    - b. Dustin Ramsay/Town – Recreational Trail Project
    - c. Maine Municipal Association Property & Casualty Pool – 2013/2014 Benefits
    - d. Cedena McAvoy – Resignation from Lura Hoit Pool Board of Trustees
    - e. Peter Frazier – Resignation from Planning Board
  4. REPORTS
    - a. Bangor Humane Society – Stray Animal Report – March 2014
    - b. Lura Hoit Pool Board Meeting Minutes – 3/11/2014

- c. Finance & Administration Committee Minutes – 3/17/2014
- d. Monthly Reports – March 2014

C. NEWS, PRESENTATIONS & AWARDS

- 1. Representative Duprey – Memorial Day Program & Legislative Sentiments – ***Rep. Duprey recognized RSU #22 students for excellence in statewide competitions in music and also reported that he would be coordinating with the VFW to stand guard at the Veteran's Memorial from midnight to midnight on Veteran's Day and that all veterans were welcome to participate and he provided contact information.***
- 2. Donations – Antique Map Display Case – ***Mayor Duprey introduced this item to discuss ways to fundraise for the framing of the antique map that Councilor Shakespeare wants to donate to the Town. After considerable discussion Councilor Brann indicated that this item should be put on an agenda and discussed as a policy item. No action was taken.***

D. PUBLIC COMMENTS - ***None***

E. POLICY AGENDA

1. PUBLIC HEARINGS

- a. Fees Ordinance Amendments – Article 6 – Recreation Fees – ***The public hearing was opened by Mayor Duprey. No one spoke in favor, in opposition or neither for nor against. The public hearing was closed. Motion by Councilor Sirois, seconded by Councilor McPike to approve the Fees Ordinance Amendments as presented. Vote 5-0. (Councilor Shakespeare was out of the room when the vote was taken).***
- b. Ordinance Authorizing Conveyance of Land Owned by the Town of Hampden – Hampden Business Park/Sargent Corporation - ***The public hearing was opened by Mayor Duprey. There were no proponents, opponents, or those neither for nor against. The public hearing was closed. Motion by Councilor Sirois, seconded by Councilor Brann to adopt the ordinance and move forward with the agreement with HE Sargent. Unanimous vote in favor.***

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Nancy Foster – Appointment to Recreation Committee – Services Committee Recommendation – ***Motion by Councilor McPike, seconded by Councilor Ryder to appoint Nancy Foster to the Recreation Committee. Unanimous vote in favor.***
- b. Stephanie Shayne – Appointment to Recreation Committee – Services Committee Recommendation – ***Motion by Councilor McPike,***

***seconded by Councilor Sirois to appoint Stephanie Shayne to the Recreation Committee. Unanimous vote in favor.***

- c. Appointment of Election Clerks – 5/1/2014 to 4/30/2016 – ***Motion by Councilor McPike, seconded by Councilor Ryder to appoint the Election Clerks as listed (copy attached). Unanimous vote in favor.***

### 3. UNFINISHED BUSINESS

- a. Farmers' Market in Town Office Parking Lot – Services Committee Recommendation – ***Motion by Councilor Brann, seconded by Councilor Ryder to authorize the Hampden Farmer's Market to use the Town Office parking lot on Fridays. Unanimous vote in favor.***
- b. Combine/Rezone Industrial Districts – Planning & Development Committee Recommendation – ***Motion by Councilor Brann, seconded by Councilor McPike to instruct the Town Manager to take action necessary to develop a set of industrial districts. Unanimous vote in favor.***
- c. Designated Town Forest – LL Bean Parcel – Planning & Development Committee Recommendation – ***Motion by Councilor Brann, seconded by Councilor McPike to instruct the Town Manager to have the Town Attorney draw up documentation designating the LL Bean parcel as a working town forest. Vote 3-3. (Councilor Brann, McPike, and Shakespeare in favor and Mayor Duprey and Councilors Ryder and Sirois opposed.) Motion failed. Public comment in opposition to this designation was made by Rep. Brian Duprey and resident Terry McAvoy.***

### 4. NEW BUSINESS

- a. Arbor Day Proclamation – ***Motion by Councilor Brann, seconded by Councilor McPike to authorize the Mayor to sign the Arbor Day proclamation for the Town. Unanimous vote in favor.***
- b. Amendment to Town Council Compensation Ordinance – Introduction for Public Hearing – ***Councilor Brann introduce the Council Compensation Ordinance amendment for public hearing. Public comment in support of this was received from resident Terry McAvoy.***

- F. COMMITTEE REPORTS – ***The Town Manager reported that Services had discussed the use of the parking lot for the Farmer's Market and that the Skehan center deficit will have to be covered by Rec Enterprise surplus to avoid the use of tax dollars to support the facility. Finance Committee discussed codification***

***of ordinances which will be on the next agenda as well as legal issues related to charter changes for the next election.***

- G. **MANAGER'S REPORT – *The Manager's Report is attached hereto and made a part of the minutes.***
- H. **COUNCILORS' COMMENTS – *Councilor Brann would like to see more discussion regarding the use of the News, Presentations & Awards section of the agenda.***
- I. **ADJOURNMENT – *The meeting adjourned at 8:30 p.m.***



**Denise Hodsdon  
Town Clerk**

## ELECTION CLERK NOMINATIONS 2014-2016

E-2-C

| LAST NAME  | FIRST           | PARTY | ADDRESS             | DIST |
|------------|-----------------|-------|---------------------|------|
| Armstrong  | Edward          | R     | 1211 Kennebec Rd    | 3    |
| Bartlett   | Phyllis         | D     | 18 Canoe Club Rd.   | 3    |
| Bowen      | Frances         | R     | 490 Main Rd. North  | 1    |
| Camuso     | Jean            | D     | 19 Summer St.       | 3    |
| Carter     | Katherine (Kay) | D     | 76 Main Road So.    | 3    |
| Carter     | Lisa            | R     | 1088 Western Ave.   | 4    |
| Carter     | Scott           | R     | 1088 Western Ave.   | 4    |
| Cole       | Clare           | U     | 50 Sidney Blvd.     | 2    |
| Dunton     | Trudy           | U     | 1265 Kennebec Rd.   | 3    |
| Edgerly    | Judy            | D     | 48 Pleasant St.     | 3    |
| Ewing      | Tammy           | R     | 24 Old County Rd.   | 2    |
| Gadoury    | Lisa            | D     | 387 Main Road North | 1    |
| Gresser    | Vivian          | R     | 19 Carver Rd.       | 1    |
| Hall       | Susan           | U     | 717 Western Ave.    | 4    |
| Hickson    | Betty           | D     | 13 Hamel Ave.       | 1    |
| Holt       | Norine          | R     | 180 Mayo Rd.        | 2    |
| Hopkins    | Carolyn         | D     | 106 Thistle Lane    | 2    |
| Jordan     | Melinda         | R     | 303 Main Rd. North  | 2    |
| Kelley     | Lisa            | R     | 19 Clark Circle     | 3    |
| King       | Kathryn         | D     | 54 Summer St.       | 3    |
| Lippincott | Dorothy         | D     | 30 Wilbur Dr.       | 2    |
| Lippincott | William         | D     | 30 Wilbur Dr.       | 2    |
| Lozito     | Debora          | D     | 99 Kennebec Rd.     | 3    |
| Mock       | Suzanne         | R     | 37 Elm St. West     | 2    |
| Palmer     | Susan           | R     | 14 Daisey Ln        | 1    |
| Patterson  | Deanna          | R     | 17 Cottage St.      | 2    |
| Philbrick  | Bernard         | R     | 1206 Western Ave    | 4    |
| Philbrick  | Cynthia         | R     | 1220 Western Ave    | 4    |
| Plowman    | Debra           | R     | 180 Patterson Rd.   | 4    |
| Sass       | Jenny           | D     | 27 Pond Rd.         | 4    |
| Seekins    | Jennie          | R     | 21 Canoe Club Rd.   | 2    |
| Starbird   | Susan           | R     | 10 Emerson Dr.      | 2    |
| Walker     | Kathy           | D     | 5 Old Coldbrook Rd. | 2    |

# ARBOR DAY PROCLAMATION

**WHEREAS**, In 1872, Sterling Morton proposed that a special day be set aside for the planting of trees, and

**WHEREAS**, the holiday called Arbor Day, was first observed with the planting of more than a million trees in a single state, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in Hampden increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**THEREFORE, I CAROL DUPREY, MAYOR OF THE TOWN OF HAMPDEN, TOGETHER WITH THE HAMPDEN TOWN COUNCIL, DO HEREBY PROCLAIM MAY 22, 2014 AS**

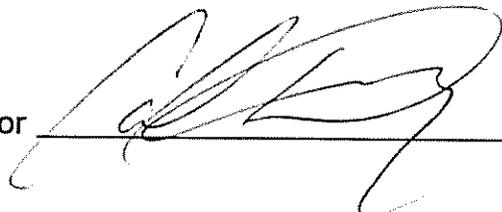
## ARBOR DAY

**IN THE TOWN OF HAMPDEN, AND WE URGE ALL CITIZENS TO SUPPORT THE EFFORTS TO PROTECT OUR TREES AND WOODLANDS, and**

**FURTHER, We urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.**

**DATED** this 22nd day of April in the year 2014.

Mayor



---

MANAGER'S REPORT  
Tuesday, April 22, 2014

Valuation Increase – I am pleased to report that we have picked up more than \$5,000,000 in personal property for 2014/15 which should come close to offsetting the loss of the Bangor Publishing personal property.

Sewer Liens – Sewer Liens were placed on 44 sewer accounts today for unpaid sewer bills in 2013. I am pleased to report that this is 12 liens less than were placed on sewer accounts in 2013.

May 3<sup>rd</sup> Stream/Street Cleanup – A reminder that the annual street/stream cleanup is being held on Saturday, May 3<sup>rd</sup>. Persons interested in helping should come to the Town office for a 9 o'clock start time. There will be a barbecue after the clean-up ends at noon at the Town Office.

Proposed Budget Schedule – Attached to this report is the proposed budget meeting schedule for 2014/15.

Sidewalk Bid – Route 1A project – The sidewalk bid for the Route 1A project with the state came in at more than twice what was anticipated. I have asked our public works director to bid the project separately for consideration at the May Infrastructure meeting.

TOWN OF HAMPDEN  
2014/15 BUDGET MEETING SCHEDULE

Budget discussions on Council meeting nights are conducted after the regular agenda. Budget meetings on the first and third Wednesdays follow the Planning & Development Committee meeting at 7 p.m.

|   |  |
|---|--|
| May 5, Monday   | (Council Meeting)<br>Public Safety<br>Police<br>Fire   |
| May 7, Wednesday<br>(7 p.m. after<br>Planning & Dev.)   | Public Works<br>Municipal Garage<br>Solid Waste<br>Buildings & Grounds<br>Marina<br>Non-Departmental Utilities<br>Municipal Building |
| May 19, Monday:   | (Council Meeting)<br>Library<br>Recreation<br>Lura Hoyt Pool<br>Debt Service<br>Reserves<br>TIF                                      |
| May 21, Wednesday:<br>(7 p.m. after<br>Planning & Dev.) | Administration<br>Economic Development<br>GIS/IT<br>Communications<br>The Bus<br>Tax Collector<br>Elections<br>Town Council          |
| May 28, Wednesday:                                      | Social Service Agency Requests<br>Assessor/Planning<br>Revenues<br>County Tax<br>General Assistance<br>Education<br>Budget Review    |
| June 2, Monday:   | (Council Meeting)<br>Budget Review – Post for Public Hearing   |
| June 16, Monday:  | (Council Meeting) - Budget Adoption  |



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-m

MONDAY

MAY 5, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

**Attending:**

**Deputy Mayor David Ryder  
Councilor Tom Brann  
Councilor Jean Lawlis  
Town Clerk Denise Hodsdon  
Jim Dunning, Casella Zero Sort**

**Councilor William Shakespeare  
Councilor Ivan McPike  
Town Manager Susan Lessard  
Public Safety Director Joe Rogers**

**The meeting was called to order by Deputy Mayor Ryder at 7:00 pm.**

- A. PLEDGE OF ALLEGIANCE – **Deputy Mayor Ryder led the Pledge of Allegiance**
- B. CONSENT AGENDA - **Motion by Councilor Lawlis, seconded by Councilor McPike to approve the consent agenda. Unanimous vote in favor.**
  - 1. SIGNATURES
  - 2. SECRETARY'S REPORTS
  - 3. COMMUNICATIONS
  - 4. REPORTS
    - a. Services Committee Minutes – 3/10/2014
    - b. Finance & Administration Committee Minutes – 4/7/2014
    - c. Infrastructure Committee Minutes – 3/24/2014
- C. NEWS, PRESENTATIONS & AWARDS
  - 1. Children's Day Update – Shelby Wright – **Shelby Wright did not attend the meeting and no update was given.**
- D. PUBLIC COMMENTS – **HBA President Keith Burgoin, 46 Hughes Blvd., invited the Council to attend the HBA annual dinner on May 20<sup>th</sup> in honor of Danny & Carla Lafayette and Lafayette Hotels.**
- E. POLICY AGENDA
  - 1. PUBLIC HEARINGS

- a. Application for Liquor License received from Anglers, Inc. d/b/a Anglers Restaurant at 91 Coldbrook Road – ***The public hearing was opened by Deputy Mayor Ryder. No comments were received. Motion by Councilor Brann, seconded by Councilor Lawlis to approve the Liquor License for Anglers, Inc. d/b/a Angler's Restaurant at 91 Coldbrook Road. Unanimous vote in favor.***
- b. Application for Liquor License received from Kimberly McLaughlin d/b/a McLaughlin's at the Marina – ***The public hearing was opened by Deputy Mayor Ryder. No comments were received. Motion by Councilor Brann, seconded by Councilor McPike to approve the Liquor License from Kimberly McLaughlin d/b/a McLaughlin's at the Marina. Unanimous vote in favor.***
- c. Amendment to Town Council Compensation Ordinance – ***The public hearing was opened by Deputy Mayor Ryder. Terry McAvoy, 59 Monroe Road spoke in favor of discontinuing council pay and internet reimbursement. Lisa Kelley, 19 Clarke Circle spoke in favor of this as a way to reduce the budget. The public hearing was closed. Motion by Councilor McPike, seconded by Councilor Ryder to approve the amendment to the Town Council Compensation Ordinance. Vote 2-3 (Councilor Ryder and McPike in favor, Councilors Lawlis, Brann, Shakespeare opposed.) Motion failed.***

## 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Warrant for Special Municipal Election – ***Motion by Councilor Lawlis seconded by Councilor McPike to approve the warrant. Unanimous vote in favor.***
- b. Notice of State Primary Election (Information Only) – ***This item was for information only – no action was taken.***

## 3. UNFINISHED BUSINESS

- a. Route 1A Sewer Project Bid & Award – Recommendations of Infrastructure and Finance & Administration Committees – ***Motion by Councilor McPike, seconded by Councilor Brann to award the Route 1A sewer project to the low bidder T. Buck Construction for a price of \$811,124. Unanimous vote in favor. Public Comment opposing this project was received from Beverly Woodcock who lives at 110 Main Road North.***
- b. Approve Sewer Bond Documents for Route 1A Sewer Project – ***Motion by Councilor Lawlis, seconded by Councilor Brann to approve the Sewer Bond documents for the Route 1A project. Unanimous vote in favor.***

- c. Proposed Amendment to Town Charter – Section 1003 Charter Amendments – Introduction for Public Hearing- ***Councilor Brann introduced Proposed Amendment to the Town Charter –Section 1003 amendments for public hearing.***
- d. Codification of Charter & Ordinances – Finance Committee Recommendation – ***Motion by Councilor Brann, seconded by Councilor McPike to approve the Finance Committee recommendation to codify the ordinances. Unanimous vote in favor. Motion by Councilor Brann, seconded by Councilor McPike to set aside the bid process and award the codification project to General Code. Unanimous vote in favor.***
- e. Historic Map – Councilor Shakespeare – ***Motion by Councilor Brann, seconded by Councilor Lawlis that the Town Council accept the map as a donation and commit to preservation for future generations and investigate what the best procedures are for that. Vote 3-2. (Councilors Shakespeare, Lawlis, & Brann in favor and Councilors Ryder and McPike opposed.) Motion carried. Public comments and questions regarding funding of this project were made by Rich Armstrong, Kennebec Road, Ed Armstrong, Kennebec Road, Lisa Carter, 1088 Western Avenue, Alex King, 75 Ichabod Lane, Jeremy Jones, Partridge Road, and Terry McAvoy, 59 Monroe Road.***
- f. “News, Presentations, & Awards” – Councilor Brann – ***Councilor Brann wants this item included in the policy section of the agenda so that the rules do not have to be set aside for the Council to take action on an item if necessary. This item will be introduced for discussion and action at the next Council meeting.***

#### 4. NEW BUSINESS

- a. Zero-Sort Recycling – Infrastructure Committee Recommendation – ***Motion by Councilor Lawlis, seconded by Councilor Shakespeare to approve the Infrastructure Committee recommendation to move to Zero Sort Recycling with Casella Waste starting July 1, 2014. Unanimous vote in favor.***
- b. Planet Aid – Clothing Disposal Box – Infrastructure Committee Recommendation – ***Motion by Councilor Lawlis seconded by Councilor Brann to approve the Infrastructure Committee recommendation that the Town allow Planet Aid to put a disposal box for leftover shoes and clothes from the Swap Shop at the Transfer station at the end of each week with the town to receive .05/per lb. Unanimous vote in favor.***

F. COMMITTEE REPORTS – ***Services has not met since the last meeting. Planning & Development is meeting on Wednesday. Infrastructure Committee items were***

May 5, 2014

**discussed as part of tonight's agenda and the committee is working on a paving schedule for this year. The Finance Committee did not meet due to lack of a quorum.**

- G. **MANAGER'S REPORT – The Manager's Report is attached and made part of the minutes.**
- H. **COUNCILORS' COMMENTS – Councilor Brann plans to talk to staff at the University about the best way to preserve the antique map. Councilor Shakespeare commented on the fine retirement party that was held by the Fire Department for Lieutenant Frank Coombs. Councilor Lawlis encouraged people to donate to help with the preservation of the antique map. Councilor McPike updated the Council on the RSU #22 budget with local share for the Town going up 4.99 percent this year – estimated at more than \$300,000 and that the school local share for Hampden has gone up over \$900,000 since 2010/11 and that attendance at the budget committee meetings was very sparse.**
- I. **2014/2015 BUDGET –The Town Manager presented the Budget Message for 2014/15. According to the law established by LD1, the town's budget could have grown by 2.34% based on new valuation and the state ratio increase. This budget as presented is up .19%.**
  - 1. **Police – The only way to keep the budget flat is to eliminate part-time (reserve) officers. That would reduce the budget by \$23,000. Councilor Brann stated that the Town's first responsibility is the safety, health, and welfare of its residents and it would be a mistake to eliminate reserve officer coverage. Motion by Councilor Brann, seconded by Councilor McPike to reinstate reserve officer coverage in the budget. Unanimous vote in favor.**
  - 2. **Fire – The call fire wage line item has been reduced to help keep costs down but also in recognition of the fact that it is getting more and more difficult to attract volunteers considering the level of training and the time that is required. As of January 1, 2015 all call firefighters have to have FF1 or FF2 certifications.**
  - 3. **Public Safety – No change**
- J. **ADJOURNMENT- The meeting was adjourned at 9:58 p.m.**

**Denise Hodsdon  
Town Clerk**

MANAGER'S REPORT  
May 5, 2014

Newsletter – The newsletter should be in mailboxes in Hampden by Friday of this week. For those who want to see it now – there is a link on the front page of the Town website.

Streamside/Community Cleanup – On Saturday May 3<sup>rd</sup> 43 people participated in the annual streamside/community clean up in Hampden. The cleanup areas included Weatherbee, McGraw, Reeds Brook, and Hampden Academy campus, the Kiwanis, VFW, Ballfields and Irving area, Marina Road and Marina area, Carey Circle, McCaw Road, and Nadine's Way area, and Meadow, Patterson, and Canaan Roads near the transfer station. Thanks to Planner Robert Osborne for coordinating the event, to Hampden Highlands United Methodist Church for making the cleanup part of their mission, to Hampden Pack 41 of the boy scouts for their efforts and to the other folks who gave up part of their weekend to beautify the community. This annual cleanup also satisfies part of the Hampden Municipal Separate Stormwater Sewer System Permit (MS4). The Town sponsored a thank-you barbecue for the volunteers after the cleanup.

Frank Coombs Retirement – The Public Safety department sponsored a retirement party on May 3<sup>rd</sup> at the Morgan Hill Events Center for 36 year employee Frank Coombs who retired on May 1<sup>st</sup>. It was a very well attended event. Frank received recognition from several state agencies as well as a plaque from the public safety department.

Conservation Easement- Marina Park– The Conservation Easement for the Marina park is now finalized and should be signed this week. Following that, the Town will be able to access the funds from the Chevron grant and repay the Host Community Benefit fund for the up-front funding of the work thus far. I signed the contract for the parking lot construction at that site last week following Council approval of the contract and they are estimating starting the third week in May.



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-n

MONDAY

MAY 19, 2014

7:00 P.M.

**Note: These minutes are action minutes only recording motions and votes. An audio tape of this meeting is available for review at the Town Office.**

**Attending:**

**Mayor Carol Duprey  
Councilor David Ryder  
Councilor Tom Brann  
Councilor Greg Sirois  
Town Clerk Denise Hodsdon  
Rec. Director Shelley Abbott  
Citizens**

**Councilor William Shakespeare  
Councilor Ivan McPike  
Councilor Jean Lawlis  
Town Manager Susan Lessard  
Librarian Debbie Lozito  
Pool Director Darcey Peakall**

**The meeting was called to order at 7:02 p.m. by Mayor Duprey.**

- A. PLEDGE OF ALLEGIANCE – **Mayor Duprey led the Pledge of Allegiance.**
- B. CONSENT AGENDA – **Councilor Brann asked that Item B-3-a be set aside for discussion. Mayor Duprey asked that item B-4-d be set aside for discussion. With no objections, Mayor Duprey declared the balance of the consent agenda accepted.**
  1. SIGNATURES
  2. SECRETARY'S REPORTS
  3. COMMUNICATIONS
    - a. Maine Municipal Association – Nominations for Legislative Policy Committee – **Councilor Brann asked that this item be put on the Policy agenda for action at the next meeting.**
    - b. Anglers Restaurant – Renewal of Victualers License
  4. REPORTS
    - a. Bangor Humane Society Stray Animal Report – April 2014
    - b. Pool Board of Trustees Minutes – 4/8/2014
    - c. Bangor Area Storm Water Group Streamside Cleanup Report – **Mayor Duprey thanked all the volunteers who came out to help with the Street/Stream cleanup.**
    - d. Department Reports – April 2014

**Without no objections, Mayor Duprey declared items B-3-a and B-4-c accepted.**

- C. NEWS, PRESENTATIONS & AWARDS – *Mayor Duprey reported that two trailer loads of trash was picked up as part of the clean-up day. She also reported that there would be a parade on Memorial Day at 9 a.m. and a wreath-laying at 8:30 a.m.*
- D. PUBLIC COMMENTS - *None*
- E. POLICY AGENDA
1. PUBLIC HEARINGS
    - a. Ordinance re Town Charter Amendment – Section 1003 Charter Amendment or Revision – *Mayor Duprey opened the public hearing. There were no comments received. Mayor Duprey closed the public hearing. Motion by Councilor Sirois, seconded by Councilor Lawlis to place the Town Charter Amendment – Section 1003 Charter Amendment or Revision on the November ballot. Unanimous vote in favor.*
  2. NOMINATIONS – APPOINTMENTS – ELECTIONS
    - a. Warrant for RSU #22 Budget Validation Referendum Election – *Motion by Councilor McPike, seconded by Councilor Lawlis to sign the RSU #22 Budget Validation Referendum Election warrant. Unanimous vote in favor.*
  3. UNFINISHED BUSINESS
    - a. “News, Presentations & Awards” – Councilor Brann – *Motion by Councilor Brann, seconded by Councilor Shakespeare to move item C to a sub-topic item under the Policy Agenda so the Council can take an action if it wishes. Vote 6-1. (Councilor Sirois opposed). Motion carries.*
  4. NEW BUSINESS
    - a. Route 1A Sidewalk Bid Results – *The bids that were received by the Town significantly exceed the amount that was budgeted for the project. There is no way to award the bid.*
    - b. Sewer Commitment – 1/1/2014 to 3/31/2014 - *Motion by Councilor McPike, seconded by Councilor Sirois to approve the first quarter sewer commitment for collection. Unanimous vote in favor.*
- F. COMMITTEE REPORTS – *Services- Councilor Lawlis reported that Kids Korner use by employees was discussed, Papermill Park was discussed and there will be a walk of the LL Bean property on Saturday morning with Peter Thornton to look at possible parking lot sites. Infrastructure Committee meets next Monday. Planning & Development met on May 7<sup>th</sup> and revised language for mineral*

**extraction, discussed development of Ammo Park, industrial building heights, and the Bangor snow dump. Mayor Duprey reported that Finance discussed the antique map, a grant application, Route 1A sidewalk bids, and continued review of the charter.**

- G. **MANAGER'S REPORT - Sewer bills were sent out this week. The Marina parking lot is under construction, the front office has been reorganizing storage space and scanning and digital archiving has allowed filing space in the Planning and Assessing office to be freed up.**
- H. **COUNCILORS' COMMENTS – Councilor Sirois reported that he had attended a community event on Saturday and that many of the business people there had positive things to say about the Town Manager.**
- I. **2014/2015 BUDGET**
1. **Manger's PowerPoint Presentation – Copy attached.**
  2. **Library – No changes proposed.**
  3. **Recreation – Resident Terry McAvoy, Monroe Road had questions related to budgets for Recreation programs and the Skehan Center which are not tax-supported budgets. No changes were proposed.**
  4. **Pool – No changes proposed.**
  5. **Debt Service – No changes proposed.**
  6. **Reserves – Councilor Brann considers that there has been poor budgeting because reserves have been reduced significantly to offset the continuing increases passed on by the County and RSU #22 budgets.**
  7. **TIF Reimbursement – No changes proposed.**
- J. **ADJOURNMENT – The meeting adjourned at 8:38 p.m.**



**Denise Hodsdon  
Town Clerk**



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-0

.....  
MONDAY JUNE 16, 2014 7:00 P.M.  
.....

**NOTE: These minutes are action minutes only recording motions and votes. Video tapes of all meetings are available for review at the Town Office.**

*Attending:*

- |                                   |  |
|-----------------------------------|--|
| <i>Mayor Carol Duprey</i>         | <i>Town Attorney Thomas Russell</i>      |
| <i>Councilor David Ryder</i>      | <i>Town Manager Susan Lessard</i>        |
| <i>Councilor Bill Shakespeare</i> | <i>Town Clerk Denise Hodsdon</i>         |
| <i>Councilor Greg Sirois</i>      | <i>Public Safety Director Joe Rogers</i> |
| <i>Councilor Jean Lawlis</i>      | <i>Town Planner Bob Osborne</i>          |
| <i>Councilor Tom Brann</i>        | <i>Media Representatives</i>             |
| <i>Councilor Ivan McPike</i>      | <i>Citizens</i>                          |

*Mayor Duprey called the meeting to order at 7:00 pm.*

- A. PLEDGE OF ALLEGIANCE** – *Mayor Duprey led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *The Consent Agenda was accepted without objection.*
  - 1. SIGNATURES**
  - 2. SECRETARY’S REPORTS**
    - a. Special Meeting Minutes – 6/4/2014**
  - 3. COMMUNICATIONS**
  - 4. REPORTS**
    - a. Finance Committee Minutes – 4/22/2014**
    - b. Finance Committee Minutes – 5/19/2014**
    - c. Department Reports – May 2014**
- C. PUBLIC COMMENTS** – *Terry McAvoy of 59 Monroe Road made comment regarding the need to cancel the June 2<sup>nd</sup> meeting due to the lack of a quorum and said it inconvenienced citizens who had business before the Council.*
- D. POLICY AGENDA**
  - 1. NEWS, PRESENTATIONS & AWARDS** – *Mayor Duprey congratulated all of the 2014 Hampden Academy graduates.*

## 2. PUBLIC HEARINGS

- a. **Consideration of Elimination of Saturday Bus Service** – Mayor Duprey opened the public hearing at 7:09 pm. No one spoke in favor. Speaking in opposition were Dennis Marble of 58 Cottage Street, Clyde McDonald of 310 Main Road North, Joyce Rankin and Angela Rankin both of 695 Main Road North and another resident whose name was inaudible. Bus Superintendent Laurie Linscott offered information on Saturday Bus service and offered to do whatever was necessary to save Saturday service. There were no general questions or comments. The hearing was closed and no action could be taken until after the City of Bangor public comment period has closed.
- b. **Adoption of FY 2014/2015 Budget** – Mayor Duprey opened the public hearing and no one spoke in favor or opposition. There were no general questions or comments and the hearing was closed. Motion by Councilor Lawlis, seconded by Councilor McPike to adopt the budget as presented. During discussion Councilor Brann moved and Councilor Lawlis seconded to add back in \$28,000 for the purpose of funding Saturday Bus service should it continue and if not used for Saturday Bus service, it would go back to fund balance. Vote on the motion was 4 in favor (Brann, Lawlis, Shakespeare and McPike) and 3 opposed (Duprey, Ryder and Sirois); motion carried.
- Motion by Councilor Brann, seconded by Councilor Lawlis to reduce the Police Dept. budget by \$5,000 to reflect the reduced cost of animal shelter by contracting with the Town of Bucksport. Unanimous vote in favor.
- Motion by Councilor Brann, seconded by Councilor Shakespeare to amend the budget by adding \$14,900.00 to include reinstatement of the Planner's position to a full-time 40-hour position. Vote was 2 in favor (Brann and Shakespeare) and 5 opposed (Ryder, Lawlis, McPike, Sirois and Duprey); motion did not carry.
- Motion by Councilor Lawlis, seconded by Councilor Sirois to remove from the budget the \$4,200 for Councilors' internet expense. Unanimous vote in favor.
- It was noted that the net effect of these amendments was an increase of \$18,800 to the proposed budget.
- Vote on the budget as amended was by roll call with Councilors Brann, Lawlis, McPike and Sirois voting Yes and Councilors Ryder and Shakespeare and Mayor Duprey voting No – motion carried.

## 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Official Results of Special Municipal Election – 6/10/2014** – The Town Clerk reported the results – this item was informational only.

#### 4. UNFINISHED BUSINESS

- a. **Little League Request to Move Batting Cages – Infrastructure Committee Recommendation** – *Motion by Councilor Ryder, seconded by Councilor Sirois to approve the Little League’s request to move the batting cages. Unanimous vote in favor.*
- b. **Draft Shoreland Zoning Ordinance Text Amendment re Resource Protection – Introduction for Public Hearing** – *Councilor Sirois introduced this item for public hearing.*
- c. **Draft Shoreland Zoning Ordinance Map Amendment – Introduction for Public Hearing** – *Councilor Sirois introduced this item for public hearing.*
- d. **Draft Shoreland Zoning Ordinance Text Amendment re Timber Harvest – Introduction for Public Hearing** – *Councilor Ryder introduced this item for public hearing.*
- e. **Draft Zoning Ordinance Text Amendment re Business B District – Introduction for Public Hearing** – *Councilor McPike introduced this item for public hearing.*
- f. **Draft Zoning Ordinance Map Amendment, Western Avenue – Introduction for Public Hearing** – *Councilor Sirois introduced this item for public hearing.*
- g. **Draft Subdivision Open Space Amendment – Introduction for Public Hearing** – *Councilor Ryder introduced this item for public hearing.*
- h. **1859 Map – Finance Committee Recommendation** – *Motion by Councilor Lawlis, seconded by Councilor Brann to allocate up to \$1500 from Host Community Benefits to properly frame and preserve the map, with the funds to be paid back by any donations received. Vote on the motion was 2 in favor (Brann and Lawlis) and 5 opposed (Sirois, McPike, Ryder, Shakespeare and Duprey); motion did not carry. Motion by Councilor Brann, seconded by Councilor Lawlis to thank Councilor Shakespeare for offering the map to the Council, but because the Council is not interested, to return all donations and the map to Councilor Shakespeare. Unanimous vote in favor.*
- i. **Winterport Winery Farmer’s Market Permission – Change of Location – Finance Committee Recommendation** – *Motion by Councilor Lawlis, seconded by Councilor Sirois to approve the Winterport Winery Change of Location application so they can sell alcohol on the Town Office premises. Unanimous vote in favor.*

- j. **Animal Control Shelter Contract – Finance Committee Recommendation** – *Motion by Councilor Sirois, seconded by Councilor Lawlis to enter into a contract for animal shelter services with the Town of Bucksport. Unanimous vote in favor.*

## 5. NEW BUSINESS

- a. **Maine Municipal Association – Nominations to Legislative Policy Committee** – *No action was taken on this item.*
- b. **Proposed Council Compensation Ordinance Amendment – Finance Committee Recommendation – Introduction for Public Hearing** *Councilor Sirois introduced this item for public hearing.*
- c. **Forfeiture of Assets/Use of Proceeds – Finance Committee Recommendation** – *Motion by Councilor Lawlis, seconded by Councilor Ryder to accept the Forfeiture of Assets in the amount of \$5,111. Unanimous vote in favor.*  
*Motion by Councilor Lawlis, seconded by Councilor Ryder to allow Public Safety to use the funds to purchase tasers and related equipment. Unanimous vote in favor.*
- d. **Use of Municipal Building Reserve Funds – Divider Wall Repair in Community Room** – *Motion by Councilor Lawlis, seconded by Councilor Ryder to authorize the expenditure of \$424.30 from Municipal Building reserve account to repair the divider wall in the community room. Unanimous vote in favor.*

## E. COMMITTEE REPORTS

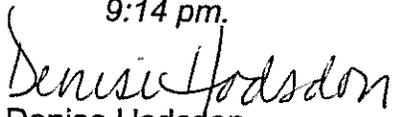
**Infrastructure Committee** – *Councilor Ryder reported that the committee discussed the request to move the batting cages and reviewed sidewalk bids.*  
**Planning & Development Committee** *is meeting this Wednesday, June 18<sup>th</sup>.*  
**Finance & Administration Committee** – *Mayor Duprey reported that in addition to the items already discussed this evening, the committee reviewed Sections 6 and 7 of the Town Charter and there are no recommended changes.*

## F. MANAGER'S REPORT – None.

## G. COUNCILORS' COMMENTS

**Councilor Brann** *commented that it is increasingly depressing that procedures are being ignored.*  
**Councilor Lawlis** *reminded everyone that the zero-sort recycling program starts July 1<sup>st</sup> and urged everyone to start getting in the mindset of recycling.*  
**Councilor Shakespeare** *said we need to get the Cable TV broadcasting situation under control.*  
**Mayor Duprey** *said if we are going to change procedures, we need to work on it together.*

**H. ADJOURNMENT** - *There being no further business, the meeting was adjourned at 9:14 pm.*



Denise Hodsdon  
Town Clerk



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-p

MONDAY

MAY 18, 2015

7:00 P.M.

*Attending:*

*Mayor David Ryder  
Councilor Bill Shakespeare  
Councilor Terry McAvoy  
Councilor Dennis Marble  
Councilor Stephen Wilde  
Councilor Greg Sirois*

*Town Attorney Tom Russell  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Pool Director Darcey Peakall  
Library Director Debbie Lozito  
Recreation Director Shelley Abbott  
Public Works Dir. Appointee Sean Currier  
Firefighters Jared LeBarnes and Matt Roope  
Citizens*

*Mayor Ryder called the meeting to order at 7:11 pm.*

**A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*

**B. CONSENT AGENDA** – *Motion by Councilor McAvoy, seconded by Councilor Marble to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. **May 4, 2015 Minutes**
- b. **May 11, 2015 Budget Meeting Minutes**

**3. COMMUNICATIONS**

- a. **Victualers License Renewal – McLaughlin's at the Marina**

**4. REPORTS**

- a. **Library Board of Trustees Minutes – 3/10/2015**
- b. **Services Committee Minutes – 4/33/2015**
- c. **Finance Committee Minutes – 4/21/2015**

**C. PUBLIC COMMENTS** – *There were none.*

**D. POLICY AGENDA**

- 1. NEWS, PRESENTATIONS & AWARDS** – *Manager Lessard introduced and welcomed incoming Public Works Director Sean Currier who will start his new position on June 8<sup>th</sup>. Sean thanked the Council for the opportunity and said he looks forward to serving the community.*

## 2. PUBLIC HEARINGS

- a. **Application for Victualers License received from Schacht's Hardware, Inc. d/b/a Sundaes at Schacht's at 13 Main Road North** – Mayor Ryder opened the public hearing and no one spoke in favor or opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the Victualers license application for Schacht's Hardware, Inc. d/b/a Sundaes at Schacht's. Unanimous vote in favor.

## 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Warrant and Notice of Election – RSU #22 Budget Validation Referendum – Signatures of Council** – Motion by Councilor Sirois, seconded by Councilor McAvoy to sign the Warrant and Notice of Election for the RSU #22 Budget Validation Referendum. Unanimous vote in favor.

## 4. UNFINISHED BUSINESS – There was none.

## 5. NEW BUSINESS

- a. **Town Attorney Retirement** – Town Attorney Tom Russell has notified the Town that he will be retiring as of July 10, 2015. He is however willing to continue to represent the Town until a new Town Manager is hired and replacement counsel is retained. Motion by Councilor Marble, seconded by Councilor Shakespeare to forward this item to the Finance & Administration Committee. Unanimous vote in favor.
- b. **Fire Department Contract – Finance Committee Recommendation** – Mayor Ryder reported that the Finance Committee recommends approval of the contract. Motion by Councilor McAvoy, seconded by Councilor Sirois to approve the Fire Department Contract. Unanimous vote in favor. Motion by Councilor McAvoy, seconded by Councilor Marble to authorize the Town Manager to sign the contract on behalf of the Town. Unanimous vote in favor.
- c. **Saturday Bus Service Elimination – Finance Committee Recommendation and Referral for Public Hearing** – Mayor Ryder reported that the Finance Committee is still discussing this item and it is not yet ready for public hearing.
- d. **Request to use Computer Reserve for Plotter Replacement – Finance Committee Recommendation** – Mayor Ryder reported that the Finance Committee recommends approval of the request to use Computer Reserve funds for the purchase of a new plotter. Motion by Councilor Marble, seconded by Councilor Shakespeare to approve the

*expenditure from the Computer Reserve account for a new plotter as outlined in the memo from GIS/IT Specialist Kyle Severance.  
Unanimous vote in favor.*

**E. COMMITTEE REPORTS**

**Planning & Development** – *Councilor Shakespeare reported that at its last meeting, the committee discussed draft ordinance language regarding private ways, on-street parking on Main Road North, creation of a municipal parking lot adjacent to the Kiwanis Hall, and the draft codification portfolio prepared by General Code. The next meeting will be on Wednesday, May 20<sup>th</sup>.*

**Finance & Administration** – *Mayor Ryder reported that the discussion of elimination of the Saturday Bus service is still ongoing. Other items discussed by the Committee at its meeting earlier included the Fire Department contract and the request to use reserve funds to purchase the new plotter.*

**F. MANAGER'S REPORT** – *A copy of the Manager's Report is attached and made a part of the minutes.*

**G. COUNCILORS' COMMENTS**

*Councilor Shakespeare hoped to have the flags up by Memorial Day with the help of Councilor Sirois and volunteer Jeremy Jones.*

*Councilor Marble noted that the recent street/stream cleanup was a great event; he informed the Council and residents that the District II Hot Stove is taking the summer off; and he thanked Public Safety personnel for all that they do.*

*Councilor McAvoy reminded everyone to shop local and buy American.*

*Mayor Ryder said he attended an Eagle Scout presentation this weekend for Troop 41. He was impressed to see that there were 7 or 8 Eagle Scouts in that Troop and said it makes him proud that there are that many good men coming up in this Town.*

*There being no further regular business, the regular Council meeting was adjourned at 7:30 pm.*

**H. 2015/2016 BUDGET** – *The budget workshop immediately followed the regular Council meeting.*

- 1. Library** – *No change was made to the proposed total amount of \$248,387.00.*
- 2. Recreation** – *No change was made to the proposed taxation budget total amount of \$134,699.00. The Council also reviewed the Recreation Enterprise and Skehan Center Enterprise budgets and Councilor McAvoy expressed some concern that the way in which the enterprise budgets are presented causes some confusion as to the actual cost of operating the Department and Skehan Center. Manager Lessard will have further information available for the next budget meeting.*
- 3. Pool** – *No change was made to the proposed taxation budget total amount of \$202,290.00. Councilor McAvoy asked for information relative to the Pool's Enterprise budget and again said that these enterprise budgets cause confusion as to the actual cost of operating the pool. Manager Lessard will have the requested information available for the next budget meeting.*

4. **Debt Service** – *No change was made to the proposed total amount of \$319,958.00.*
5. **Reserves** – *No change was made to the proposed total amount of \$330,000.00.*
6. **TIF** – *This item was moved to the May 26<sup>th</sup> Budget Workshop.*

- I. **ADJOURNMENT** – *There being no further business, the Budget Workshop adjourned at 8:32 pm.*



Denise Hodsdon  
Town Clerk

MANAGER'S REPORT  
May 18, 2015

Town Manager Application Deadline Extended – The deadline for applications for the Town Manager position has been extended until Monday, June 1<sup>st</sup> due to the low number of applications received.

Street/Stream Clean up – Thank you to former Planner Bob Osborne for coordinating the Street/Stream cleanup this year. 72 people turned out to help. Thank you also to staff members Rosemary Bezanson and Kyle Severance for assisting with the program and the cookout that followed. The Town Council was also represented at the clean-up and Councilor Shakespeare took some great photos that were converted to a video by Josh Osborne and which is posted on the Town website and on the Town Facebook page.

Ballfield Road Survey – I hired Sheppard and Garster to perform the survey of the town lots on the ballfield road at a cost of \$3500. They have started their work and already encountered a snag. The ballfield itself was deeded to the Town by the former Maine State Jaycee's organization in 2002. The survey has revealed that there were two deeds to the ballfield itself because the Jaycees acquired it in two pieces from the original owner. Only one of the pieces was deeded to the Town by the Jaycees. Town attorney Tom Russell is looking up that transaction to see if we have any other information on the other piece.

Memorial Day – All Town departments will be closed on Monday, May 25<sup>th</sup> for Memorial Day. A reminder that the Infrastructure Committee meeting will be held on Tuesday, May 26<sup>th</sup> from 6-7 p.m. prior to the Council Budget Meeting at 7.

Water District Project – The Water District line replacement project will be starting on Monday, June 8<sup>th</sup>. Traffic will be one lane from the Coldbrook Road/Route 1A intersection to the Old County Road. The project will likely take 60 days to complete. The company is also requesting permission to close lower Coldbrook Road to all but local traffic for approximately 1 week during the project. That request will be on the agenda for the Infrastructure Committee meeting on Tuesday, May 26<sup>th</sup>. There will be flaggers and traffic control personnel on this project.

Flags for the Light Poles – Craig Snow brought in the flags for the light poles and they are at the Town Office waiting for volunteers to put them up. Papermill Park volunteer coordinator Jeremy Jones and Councilor William Shakespeare offered to coordinate this effort.

Planner – Thursday, May 14<sup>th</sup> was Bob Osborne's last day as Planner in Hampden. We had a well-attended going away luncheon for Bob and we wish him well in his new employment in Bar Harbor. Dean Bennett began his first day today of coordinating the activities of the emerging Planning & Development department.

B-2-g

**SPECIAL TOWN COUNCIL MEETING  
MINUTES**

Wednesday, May 20, 2015

A special meeting of the Hampden Town Council was held on Wednesday, May 20, 2015 for the purpose of holding a budget workshop on the proposed FY 2016 budget. The meeting was called to order at 7:10 p.m.

**Attendance:**

Mayor David Ryder  
Councilor William Shakespeare  
Councilor Stephen Wilde  
Councilor Carol Duprey  
Councilor Dennis Marble

Councilor Terry McAvoy  
Councilor Greg Sirois  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon

The following accounts were reviewed:

**10-01 PUBLIC WORKS** – No change was made to the proposed total amount of \$1,217,716.00.

**10-05 MUNICIPAL GARAGE** – No change was made to the proposed total amount of \$25,726.00.

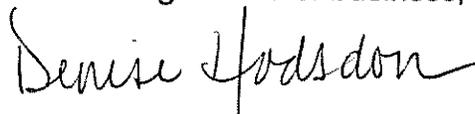
**15-10 SOLID WASTE** – No change was made to the proposed total amount of \$357,783.00.

**30-10 BUILDINGS & GROUNDS** – No change was made to the proposed total amount of \$82,152.00.

**06-06 NON-DEPARTMENTAL UTILITIES** – No change was made to the proposed total amount of \$471,400.00.

**01-10 MUNICIPAL BUILDING** – No change was made to the proposed total amount of \$86,507.00.

There being no further business, the meeting adjourned at 8:07 pm.



Denise Hodsdon  
Town Clerk

**SPECIAL TOWN COUNCIL MEETING  
MINUTES**

Tuesday, May 26, 2015

A special meeting of the Hampden Town Council was held on Tuesday, May 26, 2015 for the purpose of holding a budget workshop on the proposed FY 2016 budget. The meeting was called to order at 7:05 p.m.

Attendance:

Mayor David Ryder  
Councilor William Shakespeare  
Councilor Stephen Wilde  
Councilor Terry McAvoy  
Councilor Dennis Marble

Town Manager Susan Lessard  
Town Clerk Denise Hodsdon

The following accounts were reviewed:

**REVENUES** – No change was made to the proposed total amount of \$3,035,500.00.

**45-10 COUNTY TAX** – Manager Lessard explained that this is a bill the Town receives from the County. No change was made to the total amount of \$768,555.00.

**40-10 GENERAL ASSISTANCE** – No change was made to the proposed total amount of \$10,000.00.

**66-10 RSU #22 EDUCATION** – Manager Lessard explained that the Town's share of the school budget is estimated to be \$6,130,574.00. The final total will be determined after the District Budget Meeting on June 4<sup>th</sup> and Budget Validation Referendum election on June 9<sup>th</sup>.

There being no further business, the meeting adjourned at 8:03 pm.



Denise Hodsdon  
Town Clerk

**FINANCE & ADMINISTRATION COMMITTEE MINUTES**

Monday, May 4, 2015

## Attendance:

|                               |                                   |
|-------------------------------|-----------------------------------|
| Mayor David Ryder             | Councilor Terry McAvoy            |
| Councilor William Shakespeare | Town Manager Sue Lessard          |
| Councilor Stephen Wilde       | Public Safety Director Joe Rogers |
| Councilor Carol Duprey        | Residents                         |
| Councilor Dennis Marble       |                                   |

The meeting was opened at 6 p.m. by Mayor Ryder.

1. Meeting Minutes
  - a. April 21, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the minutes of 4/21/15 with no changes. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business – Items 3 a and 3b were not discussed because both Councilor Duprey and Councilor Shakespeare asked for the items to be moved to the next Finance & Administration Committee agenda.
  - a. Council Rules/Code of Ethics/Council Ethics and Professionalism
  - b. Council Rules – No video/taping by Council without notifying other Councilors – Councilor Shakespeare
4. New Business
  - a. Ballfield Road Batting Cages Move – Survey of Ballfield Road – Use of Reserve Funds – The Town Manager informed the Board that a survey was needed of the Ballfield Road property in order to make sure that the location of batting cages met setback requirements. Some Committee members questioned why we would be expending funds to do the batting cages if new field construction was under consideration. The Manager noted that whether batting cages were constructed or whether the Town decided to sell the lot, the survey would still need to be done. Since the actual cost of the survey is not yet known and there is the possibility of extensive research that will need to be done, it was the consensus of the Committee that the Manager be allowed to expend up to \$4,000 from Town Property Survey Reserve without coming back to the Council for further authorization. Motion by Councilor Duprey, seconded by Councilor Wilde to recommend to the Council that the Manager be authorized to expend up to \$4,000 from Town Property Survey Reserve to survey the Ballfield Road lot. Unanimous vote in favor.
  - b. Paving Bid Results – The Town Manager presented the results of the paving bid. There were six bidders with the low bidder being Thibodeau at a cost of \$279,987.75. The Manager also reported on the culvert situation on Old County Road, which is one of the roads scheduled for paving. There are 4 culverts that need replacement. One

will be an entire project on its own and have to be done after August since it is part of Sucker Brook and DEP regulations will not allow it prior, one culvert would need to be done prior to paving and the other two could be done after if they were lined instead of replaced. Motion by Councilor Duprey, seconded by Councilor McAvoy to recommend to the Council that the paving bid be awarded to Thibodeau for the amount of \$279,987.75. to be funded from Streets & Roads reserve. Unanimous vote in favor. The Town Manager was instructed to get prices for the lining of two culverts, the replacement cost of the culvert related to Sucker Brook, and check the ability of the Town public works crew to replace the culvert with 3 to 5' depth that involves buried sewer and water lines and report back to the Committee.

- c. Planning & Development Department Proposal – The Town Manager explained her proposal to manage the resignation of the part time Planner by creating a Planning & Development department comprised of the Assessor, Administrative Assistant, GIS/IT staff member, headed by the current Economic Development Director. Copy of proposal attached. Committee members discussed the proposal. Some concern was expressed over the loss of the planning position and whether the current staff would be able to cover those responsibilities. The Manager explained that the current workload would allow the Economic Development Director time to assess how this arrangement might work. He could then make recommendations to the new Town Manager and Council over any staffing needs. The consensus of the Committee was to support the proposal at this time.

5. Public Comment - None

6. Committee Member Comments – None

Motion by Councilor Shakespeare, seconded by Councilor Wilde to adjourn at 6:50 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

TO: Hampden Town Council  
FROM: Sue Lessard, Town Manager  
DATE: April 27, 2015  
RE: Planning/Development Department Proposal

The purpose of this memo is to discuss proposed changes to the organizational structure resulting from the resignation of the Planner. I have met as a group with the assessor, GIS/IT Specialist, Planner, and Economic Development Director. The Administrative Assistant is on vacation this week but I will be meeting with her upon her return as well.

I am proposing to change the organizational structure of the Planning/Assessing/Economic Development/GIS/IT 'departments'. At the present time each is its own entity directly reporting to the Town Manager even though their job responsibilities are very much interrelated and there is only one person in each 'department'. With the resignation of the part time planner, I would like to reorganize the reporting structure as follows:

Dept. Head – Dean Bennett, Planning & Economic Development (move office to where Planner's office currently is)

- Administrative Assistant – Rosemary Bezanson
- Assessor – Kelly Karter
- GIS/IT Specialist – Kyle Severance
  - Document Management (Digitizing contract)
  - Outside Computer Assistance
- Contract staff – Engineering review of plans, ordinance review, etc.
- Coordinate with Public Safety Director regarding Code Enforcement and Fire/Building Inspector activities related to Planning/Zoning

This organizational structure will provide a better chain of command for activities that are related and will allow an evaluation of how this works in advance of a new manager coming on board. There has been concern for some time over too many direct reports to the manager not being an efficient or effective way for the organization to operate. This change should address some of those concerns. The budget includes funding to accommodate hiring a part time staff member if the workload in this department becomes greater as a result of development activities.

INFRASTRUCTURE COMMITTEE MINUTES  
Monday, April 27, 2015

Attending:

|                               |                                 |
|-------------------------------|---------------------------------|
| Councilor Dennis Marble       | Mayor David Ryder               |
| Councilor Terry McAvoy        | Town Manager Sue Lessard        |
| Councilor Carol Duprey        | Farmer's Market Representatives |
| Councilor Greg Sirois         |                                 |
| Councilor William Shakespeare |                                 |

The meeting was opened at 6:00 p.m. by Chairman Marble.

1. MINUTES – 03/23/2015 Meeting – The minutes of the 3-23-15 meeting were reviewed and approved with no changes or corrections.
2. OLD BUSINESS
  - a. Public Works Director Search Update – The Town Manager reported that she had made a job offer to a finalist for the public works director position. He was one of the two finalists agreed upon by the interview team of Councilor McAvoy and Mayor Ryder and the Manager. He is supposed to have his response back by Wednesday, April 29, 2015.
  - b. Route 1A/Old County Road Sewer Bid Results – The Committee discussed whether or not the Town should accept the bid or wait and put the project out to bid with the Town crew doing the excavation and contracting the pipe bursting portion. Although several Councilors indicated that they thought that the Public Works crew should do construction projects, they agreed at this time that the department was not set up or managed to do so. There was consensus that the Council would work with a new Public Works director to determine if such activities would be possible in the future. Motion by Councilor Sirois, seconded by Councilor McAvoy to recommend to the Council that the bid of \$21,500 from Gardner Construction be accepted for the Route 1A/Old County Road sewer line replacement. Unanimous vote in favor.
  - c. Hampden Farmer's Market 2015 – Representatives from the Farmer's Market attended and explained that their process for accepting vendors for the market was based on both an application process with defined dates and documents/payments that must be made as well as a determination by their Board of Directors as to whether the product to be sold was needed/wanted by market customers. Committee members asked questions related to participation in the market by Hampden vendors and was told that there were no vendors from Hampden - that there had been one application that was incomplete and one verbal request but that both offered products that were already being sold at the market so they would not be approved even if space was available. With the present arrangement 14 vendors are permitted. Discussions of reconfiguring the set up to allow more vendors resulted in a consensus that if the Market had more vendors that they wished to approve, they should work with the Town

Manager and Public Safety Director to come up with a different market layout. There was considerable discussion about the role of the Town with respect to the Market and several Councilors indicated that the Town should not be involved in that process. Other Councilors expressed concern that the market was held on public property owned by the residents of Hampden and that there should be some assurance that they could participate as vendors. It was offered that if another group wished to organize they could also be allowed to use the parking lot at a different time. Chairman Marble suggested that this year's market be held as planned with additional discussions related to the use of the space being held during next fall/winter so that questions can be answered and practices clarified before the market season starts. The remainder of the Committee agreed that this was a good way to move forward.

3. NEW BUSINESS

- a. Request to open Transfer Station for Wood Disposal – The Town Manager requested that the Transfer Station be open from now through the end of May to accept wood/brush any time that the facility is open to allow people more time to clean up their yards from the winter. The Committee agreed that this was a good idea and further that the acceptance of wood/brush perhaps should be done this way on a year round basis. That item will be placed on a future Infrastructure Committee agenda for discussion.

4. PUBLIC COMMENTS - None

5. COMMITTEE MEMBER COMMENTS – Mayor Ryder asked when culverts on the Old County Road were going to be replaced so that this year's paving could be done. The Manager will check with the interim director for that information.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

B-4-c

TO: Hampden Town Council  
FROM: Sue Lessard, Town Manager  
DATE: May 28, 2015  
RE: Department Reports – March & April 2015

The purpose of this memo is to transmit the monthly reports of the Town's Departments.

Administration  
Town Clerk  
Town Manager  
Economic Development  
Code Enforcement  
Assessing  
GIS/IT  
Public Safety  
Edythe Dyer Library  
Lura Hoit Pool  
Recreation

Please feel free to contact me with questions or suggestions for changes in the type/format of information submitted.

ADMINISTRATION MONTHLY REPORT – MARCH 2015

|                                 |              |
|---------------------------------|--------------|
| VEHICLES REGISTERED             | 650          |
| EXCISE COLLECTED                | \$132,146.20 |
| GENERAL ASSISTANCE APPOINTMENTS | 0            |
| GENERAL ASSISTANCE GRANTED      | \$0          |
| TRANSFER STATION PERMITS ISSUED | 244          |

## Clerk's Monthly Report – March 2015

|                            |    |
|----------------------------|----|
| BOATS REGISTERED           | 12 |
| ATV'S REGISTERED           | 0  |
| SNOWMOBILES REGISTERED     | 17 |
| VITAL RECORDS ISSUED       |    |
| BIRTH                      | 10 |
| MARRIAGE                   | 14 |
| DEATH                      | 10 |
| BURIAL PERMITS             | 1  |
| MARRIAGE LICENSES ISSUED   | 1  |
| HUNT/FISH LICENSES SOLD    | 23 |
| DOGS LICENSED              | 23 |
| VICTUALERS LICENSES ISSUED | 5  |

## Clerk's Monthly Report – April 2015

|                            |     |
|----------------------------|-----|
| BOATS REGISTERED           | 118 |
| ATV'S REGISTERED           | 1   |
| SNOWMOBILES REGISTERED     | 0   |
| VITAL RECORDS ISSUED       |     |
| BIRTH                      | 2   |
| MARRIAGE                   | 2   |
| DEATH                      | 9   |
| BURIAL PERMITS             | 1   |
| MARRIAGE LICENSES ISSUED   | 2   |
| HUNT/FISH LICENSES SOLD    | 40  |
| DOGS LICENSED              | 17  |
| VICTUALERS LICENSES ISSUED | 2   |

ADMINISTRATION MONTHLY REPORT – APRIL 2015

|                                 |              |
|---------------------------------|--------------|
| VEHICLES REGISTERED             | 860          |
| EXCISE COLLECTED                | \$131,068.00 |
| GENERAL ASSISTANCE APPOINTMENTS | 2            |
| GENERAL ASSISTANCE GRANTED      | \$159.38     |
| TRANSFER STATION PERMITS ISSUED | 186          |

MONTHLY REPORT – TOWN MANAGER  
March & April 2015

- Staffed and prepared minutes for Finance & Administration, Infrastructure & Service Committee meetings.
- Completed hiring process for new Public Works Director to start June 8, 2015
- Review invoices and approve for payment warrants
- Budget preparation – 2015/16 budget including preparation of Administration, Communications, Municipal Building, Debt Service, Reserve, Town Council, Non-Department Utilities, Highway, Municipal Garage, Solid Waste department budgets
- Compiling list for Council/new Manager of current duties
- Restructured Planning/Development into new Department
- Prepare RFP for Property & Casualty Insurance Bid – due in house by 6-4-15
- Researched health insurance options for Town for budget purposes and worked with Med-A-Vision on plan to reduce premiums
- Prepare financial statements, reconcile 3 Town Funds (Sewer/Reserve/General) and calculate and post fair market value changes to reserve accounts
- Work with Staff and NESCOM on upgrade proposal for broadcast equipment
- Assist residents, respond to questions and concerns
- Assist Department heads with issues related to budgets, capital projects, grants, personnel
- Complete Public Safety floor project
- Locked in propane price at \$1.25 per gallon
- Provided information to Councilors related to constituent questions

**Department of Community and Economic Development**  
**Activity Report: March 2015**

Hampden Business Park:

- Facilitating ongoing collaboration between Sargents, Ammo Park, Bangor Gas, CES, Woodard and Curran, and MRC/Fiberight Corporation.

Business Advocacy:

- Supporting and contributing to HBA strategic planning in efforts to secure its future.
- Welcoming and facilitating small business location to and within Hampden.
- Initiating and supporting zoning amendments which seek to enhance business expansion and development.

Business Attraction:

- Attending Biz to Biz Showcase's to introduce Hampden to various businesses within the State and reinforce our interest and willingness to collaborate on business relocation and development.

TIF Implementation:

- Facilitated the finalization of Emera TIF documents in response to the Department of Economic and Community Developments review and required changes.

Staff Collaboration:

- Weekly consultation with Town Planner, Code Enforcement Officer, Assessor, GIS/IT Specialist and acting Public Works Director.
- Staffing monthly Planning and Development Committee Meetings, preparing agendas, minutes, and initiating relevant and timely initiatives to capitalize on opportunities.
- Assisting Phil Ruck and staff with update of Storm Water Checklist in preparation of possible audit by State and Federal Agencies demonstrating compliance with the towns storm water obligations.

Networking:

- Attending and participating in workshops and conferences to educate and best position myself in promoting businesses development in Hampden and reinforcing Hampden's supportive business attitude.

**Department of Community and Economic Development**  
**Activity Report: April 2015**

**Economic Development Projects:**

- Facilitating ongoing collaboration between Sargents, Ammo Park, Bangor Gas, CES, Woodard and Curran, and MRC/Fiberight Corporation.

**Business Advocacy:**

- Supporting and contributing to HBA strategic planning in efforts to secure its future.
- Initiated zoning changes beneficial to business interests.

**Business Attraction:**

- Provide a consistent message of Hampden's business friendly successes through publication, interviews, and representation.

**TIF Implementation:**

- Reaching out to TIF/Downtown Plan experts in efforts to educate myself and the Planning and Development Committee on strategic investment of TIF capture in the creation of a downtown district and subsequent TIF district.

**Staff Collaboration:**

- Weekly consultation with Town Planner, Code Enforcement Officer, Assessor, GIS/IT Specialist and acting Public Works Director.
- Staffing monthly Planning and Development Committee Meetings, preparing agendas, minutes, and initiating relevant and timely initiatives to capitalize on opportunities.
- Continue supporting staffing efforts with update of Storm Water Checklist in preparation of an inevitable audit by State and Federal Agencies demonstrating compliance with the town's storm water obligations.

**Staffing Adjustments:**

- Worked closely with the outgoing Town Planner to get up to speed on current applications and backlog of drafts. Also encouraging input from staff in preparation of supervisory role to maximize efficiency and productivity moving forward.



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**  
**106 Western Avenue**  
**Hampden, Maine 04444**  
**Phone 207-862-4500**  
**Fax: 207-862-4588**



**Code Enforcement Division**  
**MONTHLY REPORT**  
**March 2015**

- During the month of March the Code Enforcement Office processed a total of 10 permit applications. This included:
  - 3 – Interior Alterations (3-Commercial)
  - 1 – Building Addition (1-Residential)
  - 5 – Plumbing Permits
  - 1 – Business Sign
- A total of \$656.40 in fees were collected in the month of March. This compares to \$1,632.00 the previous year.
- The CEO & BFI performed a total of 23 inspections in the month of March. The LPI performed 17 inspections.
- Victualers inspection performed and licenses approved for R&K Variety, Dysart's Travel Stop, White House Inn – Filibuster Lounge, & Armstrong Tennis Center.
- The CEO attended full day training on On-Site Wastewater Disposal in Portland.
- The BFI attended the Maine Fire Chief's Association Conference in Newry.
- The CEO & BFI continue to attend the Town Stormwater Group Meetings and are active in preparing the Town should an EPA or DEP audit take place.
- The CEO and/or BFI responded to 17 calls during the work week and spent 32 hours as part of the primary ambulance crew to offset overtime costs.
- The CEO & BFI continue to study for the exams to become certified within the 1 year window.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Myles M. Block". The signature is written in a cursive style with a large, sweeping flourish at the end.

Myles M. Block  
Code Enforcement Officer  
Firefighter/Paramedic

### Permit Application Summary

Permit Application Date Is 03/01/2015 to 03/30/2015

| <b>Permit Type</b> | <b>Count</b> | <b>Value</b> | <b>Fee</b> |
|--------------------|--------------|--------------|------------|
| BLDG RENOVATE      |              |              |            |
| BUSINESS           | 2            | 20,000       | 93.00      |
| <b>Subtotal</b>    | 2            | 20,000       | 93.00      |
| BLDG ADDITIONS     |              |              |            |
| SINGLE FAMILY      | 1            | 30,000       | 71.00      |
| <b>Subtotal</b>    | 1            | 30,000       | 71.00      |
| SIGNS              |              |              |            |
| BUSINESS           | 1            | 1,500        | 50.00      |
| <b>Subtotal</b>    | 1            | 1,500        | 50.00      |
| BUSINESS RENVT     |              |              |            |
| COMMERCIAL         | 1            | 20,000       | 192.40     |
| <b>Subtotal</b>    | 1            | 20,000       | 192.40     |
| PLUMBING           |              |              |            |
| INTERNAL/RES       | 5            | 0            | 250.00     |
| <b>Subtotal</b>    | 5            | 0            | 250.00     |
| <b>Total</b>       | 10           | 71,500       | 656.40     |

### permit fees report

Permit Application Date Is 03/01/2015 to 03/30/2015

| <b>Permit</b> | <b>Application</b> | <b>Type</b>       | <b>Category</b>  | <b>Description</b>   | <b>Fee</b> |
|---------------|--------------------|-------------------|------------------|--|------------|
| 15-099        | 03/09/2015         | BUSINESS<br>RENT  | COMMERCIAL       | New 1674 SF cooler to<br>be constructed within the<br>existing dry storage<br>warehouse. | 192.40     |
| 15-103        | 03/03/2015         | PLUMBING          | INTERNAL/RES     | internal plumbing permit<br>3358   | 40.00      |
| 15-104        | 03/03/2015         | PLUMBING          | INTERNAL/RES     | internal plumbing permit<br>3359   | 50.00      |
| 15-105        | 03/10/2015         | BLDG RENOVATE     | BUSINESS         | closing in out door patio<br>area - take out   | 53.00      |
| 15-106        | 03/17/2015         | SIGNS             | BUSINESS         | 2 business signs for<br>Portland Air Freight.  | 50.00      |
| 15-107        | 03/24/2015         | BLDG<br>ADDITIONS | SINGLE<br>FAMILY | 400 sq ft addition and<br>deck   | 71.00      |
| 15-108        | 03/24/2015         | BLDG RENOVATE     | BUSINESS         | add some wall making a<br>new office area.   | 40.00      |
| 15-109        | 03/24/2015         | PLUMBING          | INTERNAL/RES     | re-do plumbing that<br>Lowes contractor did<br>with re-model of<br>bathroom              | 80.00      |
| 15-110        | 03/24/2015         | PLUMBING          | INTERNAL/RES     | internal plumbing permit<br>3361   | 40.00      |
| 15-111        | 03/25/2015         | PLUMBING          | INTERNAL/RES     | internal plumbing permit<br>3362   | 40.00      |

**permit monthly report**  
Permit Application Date Is 03/01/2015 to 03/30/2015

| <b>Permit</b> | <b>Application</b> | <b>Type</b>    | <b>Category</b> | <b>Description</b>  |
|---------------|--------------------|----------------|-----------------|---|
| 15-099        | 03/09/2015         | BUSINESS RENVT | COMMERCIAL      | New 1674 SF cooler to be constructed within the existing dry storage warehouse. |
| 15-103        | 03/03/2015         | PLUMBING       | INTERNAL/RES    | internal plumbing permit 3358   |
| 15-104        | 03/03/2015         | PLUMBING       | INTERNAL/RES    | internal plumbing permit 3359   |
| 15-105        | 03/10/2015         | BLDG RENOVATE  | BUSINESS        | closing in out door patio area - take out                                       |
| 15-106        | 03/17/2015         | SIGNS          | BUSINESS        | 2 business signs for Portland Air Freight.                                      |
| 15-107        | 03/24/2015         | BLDG ADDITIONS | SINGLE FAMILY   | 400 sq ft addition and deck   |
| 15-108        | 03/24/2015         | BLDG RENOVATE  | BUSINESS        | add some wall making a new office area.   |
| 15-109        | 03/24/2015         | PLUMBING       | INTERNAL/RES    | re-do plumbing that Lowes contractor did with re-model of bathroom              |
| 15-110        | 03/24/2015         | PLUMBING       | INTERNAL/RES    | internal plumbing permit 3361   |
| 15-111        | 03/25/2015         | PLUMBING       | INTERNAL/RES    | internal plumbing permit 3362   |

### Inspection Report

Inspection Date Is 03/01/2015 to 03/30/2015

| Date       | Map/Lot     | Permit  | Category          | Type                   | Status                      | Inspector       |
|------------|-------------|---------|-------------------|------------------------|-----------------------------|-----------------|
| 03/27/2015 | 10-0-003-27 | 14-103  | SINGLE FAMILY     | BUILDING FINAL         | NEEDS REINSPECTION          | MYLES BLOCK     |
| 03/23/2015 | 10-0-003-27 | 14-103  | SINGLE FAMILY     | BLOWER DOOR TEST       | OK                          | THIRD PARTY     |
| 03/20/2015 | 02-0-033-26 | 14-136  | SINGLE FAMILY     | BUILDING FINAL         | Completed (Last Inspection) | MYLES BLOCK     |
| 03/16/2015 | 02-0-033-26 | 14-136  | SINGLE FAMILY     | BLOWER DOOR TEST       | OK                          | THIRD PARTY     |
| 03/30/2015 | 10-0-003-21 | 14-148  | SINGLE FAMILY     | BLOWN/SPRAY INSULATION | Completed (Last Inspection) | THIRD PARTY     |
| 03/26/2015 | 10-0-003-21 | 14-148  | SINGLE FAMILY     | BUILDING FINAL         | OK                          | MYLES BLOCK     |
| 03/23/2015 | 10-0-003-21 | 14-148  | SINGLE FAMILY     | BLOWER DOOR TEST       | OK                          | THIRD PARTY     |
| 03/12/2015 | 10-0-003-10 | 14-169  | SINGLE FAMILY     | REINSPECTION           | OK                          | MYLES BLOCK     |
| 03/10/2015 | 10-0-003-10 | 14-169  | SINGLE FAMILY     | FRAMING                | NEEDS REINSPECTION          | MYLES BLOCK     |
| 03/16/2015 | 10-0-003-10 | 14-169  | SINGLE FAMILY     | INSULATION             | NEEDS REINSPECTION          | JASON LUNDSTROM |
| 03/12/2015 | 10-0-003-10 | 14-169  | SINGLE FAMILY     | INSULATION             | NOT READY                   | MYLES BLOCK     |
| 03/18/2015 | 02-0-033-26 | 14-221  | INTERNAL/RES      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/09/2015 | 10-0-003-10 | 14-255  | INTERNAL/RES      | PLUMBING ROUGH-IN      | OK                          | RICHARD WATSON  |
| 03/27/2015 | 10-0-003-18 | 14-263  | INTERNAL/RES      | PLUMBING ROUGH-IN      | OK                          | RICHARD WATSON  |
| 03/26/2015 | 10-0-003-21 | 14-267  | INTERNAL/RES      | PLUMBING FINAL         | NOT READY                   | RICHARD WATSON  |
| 03/26/2015 | 10-0-003-21 | 14-267  | INTERNAL/RES      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/26/2015 | 10-0-003-27 | 14-271  | INTERNAL/RES      | PLUMBING FINAL         | NOT READY                   | RICHARD WATSON  |
| 03/26/2015 | 10-0-056-8  | 15-061  | STORAGE FACILITY  | BUILDING FINAL         | Completed (Last Inspection) | MYLES BLOCK     |
| 03/26/2015 | 10-0-056-8  | 15-065  | INTERNAL/COMM     | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/04/2015 | 23-A-056    | 15-069  | GARAGE            | INSULATION             | OK                          | JASON LUNDSTROM |
| 03/04/2015 | 23-A-056    | 15-069  | GARAGE            | PRE-POUR SLAB          | OK                          | JASON LUNDSTROM |
| 03/13/2015 | 23-A-056    | 15-069  | GARAGE            | INSULATION             | OK                          | MYLES BLOCK     |
| 03/04/2015 | 08-0-033-13 | 15-075  | INTERNAL/RES      | PLUMBING FINAL         | NEEDS REINSPECTION          | RICHARD WATSON  |
| 03/05/2015 | 08-0-033-13 | 15-075  | INTERNAL/RES      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/25/2015 | 08-0-040-B  | 15-081  | INTERNAL/RES      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/25/2015 | 08-0-040-B  | 15-081  | INTERNAL/RES      | PLUMBING FINAL         | NOT READY                   | RICHARD WATSON  |
| 03/30/2015 | 27-0-049-A  | 15-084  | INTERNAL/BUS      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/02/2015 | 24-0-047-14 | 15-089  | SINGLE FAMILY     | INSULATION             | OK                          | JASON LUNDSTROM |
| 03/20/2015 | 30-0-011    | 15-096  | SHED              | FINAL                  | Completed (Last Inspection) | JASON LUNDSTROM |
| 03/16/2015 | 24-0-031    | 15-100  | OUTSIDE DOOR      | FINAL                  | Completed (Last Inspection) | JASON LUNDSTROM |
| 03/12/2015 | 26-0-011    | 15-102  | INTERIOR RE-MODEL | INSULATION             | OK                          | MYLES BLOCK     |
| 03/04/2015 | 06-0-046    | 15-103  | INTERNAL/RES      | PLUMBING ROUGH-IN      | OK                          | RICHARD WATSON  |
| 03/13/2015 | 23-A-056    | 15-104  | INTERNAL/RES      | PLUMBING ROUGH-IN      | OK                          | RICHARD WATSON  |
| 03/04/2015 | 23-A-056    | 15-104  | INTERNAL/RES      | PLUMBING ROUGH-IN      | OK                          | RICHARD WATSON  |
| 03/25/2015 | 23-0-024    | 15-109  | INTERNAL/RES      | PLUMBING FINAL         | OK                          | RICHARD WATSON  |
| 03/30/2015 | 07-0-042    | 91-0057 | None              | PL REINSPECTION        | Completed (Last Inspection) | RICHARD WATSON  |

**ASSESSING REPORT  
MARCH 2015**

March is typically begins the busy season for field work in the Assessor's office. I received and processed 89 Homestead Exemptions. I finished the Personal Property mailing and 238 forms went in the mail on March 19<sup>th</sup>. I have prepared and mailed an additional 8 forms in addition to the first mailing. The reports have started to come in and I am tracking, numbering and filing them as they are received. The deadline for filing is May 15<sup>th</sup>.

The deeds from the registry were particularly heavy this month with what appears to be a number of refinance documents as well as transfers. I am awaiting the mailing from the State of Maine Transfer forms from February to finalize the transfers for that month.

There has been a flurry of inspections as spring approaches. I continued to monitor the sales, foreclosures, etc.

I updated the Homestead Exemptions on properties that had transferred ownership as well as the Veteran Exemptions on the same properties.

Avalon Village delivered their new exempt applications and their information has been updated in the spreadsheet and the cost files for the computer system.

Correspondence has been mailed to several new owners regarding their exempt applications and I anticipate that those will be finalized by the end of April. My Homestead report will be submitted to the State of Maine well in advance of the June 1<sup>st</sup> deadline.

I answered the phone, e-mailed tax cards, took messages, and responded to the public as usual.

Respectfully Submitted,

Kelly J. Karter, CMA  
Hampden Assessor

**ASSESSING REPORT  
APRIL 2015**

**During the month of April I finalized the Homestead, Veteran and Blind Exemption paperwork. Reviewing, removing and filing the new applications as well as the expired/voided applications.**

**The State of Maine spent a day in my office reviewing sales from the previous 18 months and comparing my assessments to sale prices of properties. The preliminary result was that the assessments were, on average 98% of market values with a deviation of 10 (up or down).**

**I did conduct a number of field visits, updated property record cards, processed deeds and mortgages and responded to e-mail and phone requests for information.**

**I also covered the front office for a week while Rosemary was on vacation.**

**The pace continues to be busy in the assessing office and I anticipate it will be that way for most of the summer.**

**I have received over 100 personal property reports, updated the trending tables and started to process some of the new values submitted.**

**We also held our weekly staff meetings in the back office during the month of April.**

**Respectfully Submitted,**

**Kelly J. Karter, CMA  
Hampden Assessor**

IT

- Issues resolved:
  - The library had issues earlier this month with a leaking ceiling resulting from ice on the roof. The issues were isolated to Mary's office in the Kids' Korner. Fortunately, the computer was not damaged and the only IT related items to be replaced were a mouse and keyboard. The computer station was temporarily moved upstairs while the room was being restored. The computer is now back in Mary's office and working well. Due to a change in room layout, the color laser printer was relocated to the director's office.
  - The library was set up with the ability to scan documents from the Xerox copier for retrieval on the computers. This will give the ability of creating electronic copies of documents and excerpts to provide the service to patrons and improve business functions for staff.
  - The police computers at public safety required an update to Spillman (the system they most heavily rely upon) and the update was failing when the users were trying to run it. The updates were completed after elevation of privileges and one needed the application to be reinstalled. While updating the systems, message center was properly configured on two of the machines to allow the user to take advantage of the real time messaging communication built into the application with other Spillman users.
  - Installed software on Sergeants' computers to give them the ability of password protecting sensitive pdf files.
- Met with Transco to budget for next fiscal year. By signing a new 5 year lease and upgrading 4 pieces of aged equipment, we can end our current lease and actually reduce our annual cost.
- Published an Official Town of Hampden Facebook page. In the first few days, gained over 230 followers. The reminder post on the heavy load limits has reached 467 people so far. The Facebook page is showing great potential to reach a large audience of residents in a short amount of time with important announcements.
- Working with IT Director of NESCOM to plan the AV equipment upgrade for doing recordings in the council chambers. We are looking at upgrading the cameras, microphones, converters, live streaming service, and video on demand / archiving service while staying within budget. Initial planning of layout, equipment specifications, compatibility, and time line is still being determined. NESCOM has been a great help in preparing for the much needed equipment upgrade.
- Added call recording to the public safety line (the 4000 number). This feature records all calls made into the public safety line and holds them for a week. We can access the calls to re-listen and archive. It is vital to have call recording for the safety of residents calling us in emergency situations.

## GIS

- Created maps for the Emera Maine TIF State Application. The maps assisted in the approval of the application and will be used as samples of what TIF maps should look like.
- Updated WebGIS beta site with the following layers: Wetlands, Town-owned parcels, cemeteries, land cover, hydrants, drainage, bridges, trails, and many more. The beta site is accessible to the public through the GIS section of the Town website. Any feedback is appreciated for improvements and error correction (the purpose of beta testing). The next layers to be uploaded will be the urbanized area (census data), sewer manholes/pipes (currently being digitized), and power lines/poles (obtaining through Emera Maine).
- Produced maps for the recreation department which show the town-owned and private owned parcels uses for recreation.
- Started the process of digitizing sewer data after an initial meeting with public works and Bangor GIS. Data are being pulled in from current sewer schematics, CAD files, and as-builts from multiple engineering firms such as Sewall and Wood and Curran.
- WebGIS mainstreetmaps is now updated with property assessor tax cards. The data that goes on a tax card was pulled from Trio and split into individual files labeled by map-lot using a script. This map-lot was able to be tied into the parcel layer so now people can get the tax card simply by putting in an address. Incorporating data into GIS is best way of organizing vast amounts of data relating to specific locations. We have been receiving a lot of positive feedback from realtors and residents on the new way of accessing tax cards. The main component lacking in the cards are the sketches of the properties and photos. It will be a large undertaking to convert all the hand drawn dimensions on properties into an electronic format and attach pictures to all the accounts in Trio.

## Other

- Assisted public in person (in code/assessing office), over phone, and via email with numerous requests such as property questions and document retrieval.
- Attended conference on clean water in Augusta and gained a lot of operational knowledge on the municipal responsibilities in State and Federal permit compliance.
- Assisted with the launch of [www.BASWG.org](http://www.BASWG.org). This website is a collaboration of the Bangor Area Stormwater Group and the GIS/IT specialist will serve as the technical contact overseeing the operation of the website.
- Requested that the Town receive free technical assistance from MDEP in regard to our MS4 permit compliance. This will be an informal visit geared toward open discussion and guidance to addressing areas of opportunity sighted in our annual review.
- Volunteered to assist the Bangor Area Stormwater Group with the Garden Show and will be staffing the booth on Saturday April 11<sup>th</sup> from 2pm-4pm. This will assist the Town with compliance on the MS4 permit toward the education/outreach and public involvement minimum control measures. We will be raffling off a rain barrel this year.

IT

- Issues resolved:
  - The phone calls at the Town Office and Public Safety were randomly cutting out making it difficult to carry on a conversation. Traced the issue to a router configuration setting on the modems that is known to cause issues with VOIP systems. After disabling the setting no more complaints have been reported.
  - The director's computer at the library was having issues with backing up to the cloud. Reinstalled the application and re ran the backup to make sure it stays current in the event of a failure.
  - The scanning on the public safety network was not working for many of the users. Fixed the scanning issue by reconfiguring the file repositories and pointed them to a static user template generated on the server.
- Installed four new printers starting a new lease with Transco. The new lease brings down the cost because the new printers are less expensive than what the replaced machines were originally. The new machines are located at the Town Office (2), Public Works, and the Library.
- Configured and installed two Toughbooks into the 2014 Ford Explorer and 2012 Chevy Tahoe Police Cruisers. The third Toughbook will be installed in the new Tahoe once we receive the vehicle.
- Installed an economy monochrome laser printer in the Police Duty Office so they are able to print reports when they are in a rush without having to walk across the entire building.
- Provided software to public safety admin to transcribe interviews efficiently.
- Cleaned out the AV closet in preparation for upgrading the equipment. Donated old microphones to the middle school music department.
- Produced mailing labels (electronically) for the Hampden Historical Society for all the land owners in Hampden.

GIS

- Produced map for the Army that shows the assessed value of each residential property in Hampden. This map will be used presumably to assist government decision making on subsidies for housing stationed military personnel.
- Assigned two new e911 addresses on Sawyer road. A letter now gets mailed out (in addition to the phone call) to the applicant on the building permit once the address is assigned. The purpose of the letter is to formalize the assignment and provide information on how to display the number properly.
- Uploaded 534 more tax card to the webGIS.
- Resolved two e911 addressing issues with the postmaster for Griffin Ave and Penobscot Meadow Dr.

- Attempted to fix the plotter by getting a Ricoh technician to service the machine. The technician was unable to fix the 7 year old plotter and said we would have to start replacing parts to get it working again. After comparing the estimated cost of repairing verse the purchase of a new plotter, a recommendation will be made to the council for a new plotter. In the meanwhile, an 11" x 17" inkjet printer is being used to print maps in sections.
- Produced maps and queried data for the catch basins, outfalls, and ditches in Hampden.
- Produced maps to assist with the conceptual planning phases for identifying potential recreational fields in Hampden.

#### Other

- The Town of Hampden Facebook page now has over 300 followers. The average announcement post reaches hundreds of Facebook users in a very short amount of time. The admin of the assessing office and the GIS/IT Specialist have taken the responsibility of posting the announcements. The post so far are related to public works (i.e. posted roads), volunteer events (stream clean ups), and sharing announcements from other Town Departments (i.e. public safety).
- Volunteered at the Bangor Garden Show to achieve compliance of the education and outreach requirement of the Stormwater permit.
- Spoke to a group of girl scouts about the importance of clean water and the upcoming Stream Cleanup event.



## HAMPDEN PUBLIC SAFETY

Police - Fire - EMS  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4000  
Fax: 207-862-4588



TO: Susan Lessard, Town Manager  
FROM: Joe Rogers, PSD  
RE: Monthly Report  
DATE: April 9, 2015

During the month of March, the Hampden Police Department responded to 313 calls for service, processed 15 arrests/court violations; and issued 54 traffic citations and 200 written traffic warnings. The Fire Department responded to 11 calls for service and the ambulance responded to 61 calls.

Officer Rice completed the final phase of Accident Reconstruction. This course is divided into three segments, two weeks each. The course itself is time consuming and tedious, which is why there are so few reconstructionists in our area. Officer Rice now must conduct actual reconstructions and submit them for review prior to becoming certified. Once certified, he will be a valuable asset to Hampden, along with area agencies in need of these specialized services when investigating serious motor vehicle crashes.

Lt. Lundstrom, FF-P Roope and I attended a conference in Bethel hosted by the Maine Fire Chiefs. Topics discussed included Organizational Culture and the Future of EMS. FF-P Roope, Block and LeBarnes also completed recertification for the National Registry of Paramedics.

The City of Old Town requested that I participate in the oral boards for the applicants selected to interview for the position of Chief of Police. Four individuals were interviewed, and ultimately, Scott Wilcox from the Orono Police Department was selected to replace Chief O'Halloran.

Edythe L. Dyer Community Library  
Director's report for the months of March and April, 2015  
Presented the Meeting of the Trustees  
Tuesday May 12, 2015  
At 6:00 pm at the Library

Mary, youth services librarian, started a wonderful program in March. We wanted to collaborate more with the schools and she came up with the idea of high school students tutoring McGraw and Weatherbee students. Danielle Johnson, the National Honor Society advisor was happy to have her students get their community service hours tutoring at the library. I think the NHS students get as much out of tutoring as the younger students.

In March a Hermon High School student started volunteering at the library for a vocational training program she is in. She is very detail oriented and quickly understood what Mary wanted her to do. She will be here two or three afternoons a week depending on the school schedule.

On Monday morning March 9 we discovered that melting ice on the roof above Mary's office was leaking into the building. The ceiling, carpet and one wall had to be replaced. That same day an icicle cracked a window in the Children's Room—the window was replaced. Insurance will pay, but the deductible is \$1000.00.

During the third week in March two checks from competitive grants arrived in the mail. \$375.00 is from the Rose and Samuel Rudman Library Trust is for a special summer program. The other is \$50,000.00 from the STK Foundation for 'sprucing up the library'. We will paint the interior, replace loose or missing exterior trim boards, and retrofit all lighting to LEDs.

On the last day of March a Time Warner person stopped in to look at the space where lines come into the building because we will be getting a new fiber optic line through Maine InfoNet.

Bangor Public Library's renovation is allowing us quite a bit of benefit. Of course, we got the shelving in the fall and now the spring has brought us fifty stackable chairs that are so much better than the 30 year old non-stacking ones we have.

In April long-time EDL trustees, Andrew Pease and Mim Hart, both passed away. Andy was one of the founding members of the both the Hampden Regional Library housed in 1972 at Hampden Academy and the Edythe Dyer Community Library in 1983.

Julie Ireland has started bringing her golden lab, Tanner, to the library on Monday afternoons so kids can read to him. She takes fifteen minute appointments and they are full most Mondays after school—starting in May reading will be drop in.

Respectfully submitted,



Debbie Lozito

| Adult               | Current Month Circs<br>April, 2015 | Renewals<br>April, 2015  | Total<br>Total | Previous Year Circs<br>April, 2014 | Cardholders     | 2015        | 2014        |
|---------------------|------------------------------------|--------------------------|----------------|------------------------------------|-----------------|-------------|-------------|
| AGN/Fic/LT          | 1310                               | 383                      | 1693           | 1718                               | Resident        | 1984        | 1805        |
| NF/Bio/ME           | 156                                | 79                       | 235            | 202                                | Non-resident    | 228         | 178         |
| Magazine            | 194                                | 36                       | 230            | 247                                | Library use     | 9           | 9           |
| CD                  | 257                                | 136                      | 393            | 463                                | ILL             | 186         | 231         |
| DVD                 | 471                                | 112                      | 583            | 492                                | <b>Total</b>    | <b>2407</b> | <b>2223</b> |
| <b>Adult total</b>  | <b>2388</b>                        | <b>746</b>               | <b>3134</b>    | <b>3122</b>                        |                 |             |             |
| <b>Youth</b>        |                                    |                          |                |                                    |                 |             |             |
| JE/BB               | 752                                | 155                      | 907            | 1175                               | Hampden         | 12          | 1984        |
| JF/JGN/BR           | 568                                | 75                       | 643            | 774                                | Bangor          | 0           | 22          |
| JNF/Jbio            | 183                                | 235                      | 418            | 269                                | Hermon          | 0           | 22          |
| J CD                | 70                                 | 30                       | 100            | 116                                | Newburgh        | 0           | 59          |
| J DVD               | 211                                | 60                       | 271            | 299                                | Winterport      | 2           | 84          |
| YAYAGN              | 171                                | 58                       | 229            | 202                                | Other           | -1          | 41          |
| <b>Youth total</b>  | <b>1955</b>                        | <b>613</b>               | <b>2568</b>    | <b>2835</b>                        | Library use     | 0           | 9           |
| Laptop              | 46                                 | 1                        | 47             | 55                                 | ILL             | 0           | 186         |
| <b>OverDrive</b>    | <b>134</b>                         | <b>0</b>                 | <b>134</b>     | <b>134</b>                         | <b>Total</b>    | <b>13</b>   | <b>2407</b> |
| *Minerva ILL in     | 711                                | 0                        | 711            | 734                                | OverDrive users | 2015        | 2014        |
| *Minerva ILL out    | 583                                | 0                        | 583            | 632                                | People in EDL   | 150         | 252         |
| <b>Monthly Circ</b> | <b>4523</b>                        | <b>1360</b>              | <b>5883</b>    | <b>6146</b>                        |                 | <b>2492</b> | <b>2286</b> |
| YTD previous month  | 13741                              | 41841                    | 45349          | 60518                              |                 |             |             |
| YTD FY              | 18264                              | 43201                    | 51232          | 66664                              |                 |             |             |
| * in circ report    |                                    |                          |                |                                    |                 |             |             |
| <b>Programs</b>     | <b>April, 2015</b>                 | <b># of programs</b>     |                | <b>April, 2015</b>                 |                 |             |             |
| Youth Services      | 36                                 | Attendance               |                | Public Access                      |                 |             |             |
| Teen                | 2                                  | 315 children; 163 adults |                | wireless not included              |                 |             |             |
| Adult               | 14                                 | 18                       |                | 34                                 |                 |             |             |
|                     |                                    | 83                       |                |                                    |                 |             |             |

| Adult              | Renewals      |                          | Circulations          |             | Total       | Previous Year Circs |             | Cardholders | 2015 | 2014 |
|--------------------|---------------|--------------------------|-----------------------|-------------|-------------|---------------------|-------------|-------------|------|------|
|                    | March, 2015   | March, 2015              | March, 2015           | March, 2014 |             | 2015                | 2014        |             |      |      |
| AGN/Fic/LT         | 339           | 1188                     | 1527                  | 1737        | 1527        | Resident            | 1973        | 1797        |      |      |
| NF/Bio/ME          | 69            | 145                      | 214                   | 223         | 214         | Non-resident        | 226         | 177         |      |      |
| Magazine           | 46            | 203                      | 249                   | 279         | 249         | Library use         | 9           | 9           |      |      |
| CD                 | 134           | 344                      | 478                   | 454         | 478         | ILL                 | 186         | 231         |      |      |
| DVD                | 86            | 432                      | 518                   | 548         | 518         | <b>Total</b>        | <b>2394</b> | <b>2214</b> |      |      |
| <b>Adult total</b> | <b>674</b>    | <b>2312</b>              | <b>2986</b>           | <b>3241</b> | <b>2986</b> |                     |             |             |      |      |
|                    |               |                          |                       |             |             |                     | New cards   | # per town  |      |      |
| Youth              |               |                          |                       |             |             | Hampden             | 23          | 1973        |      |      |
| JE/BB              | 228           | 732                      | 960                   | 1355        | 960         | Bangor              | 1           | 22          |      |      |
| JF/JGN/BR          | 246           | 498                      | 744                   | 834         | 744         | Hermon              | -1          | 21          |      |      |
| JNF/Jbio           | 62            | 170                      | 232                   | 254         | 232         | Newburgh            | 2           | 59          |      |      |
| J CD               | 29            | 59                       | 88                    | 105         | 88          | Winterport          | 1           | 82          |      |      |
| J DVD              | 66            | 230                      | 296                   | 355         | 296         | Other               | 1           | 42          |      |      |
| YAYAGN             | 76            | 145                      | 221                   | 228         | 221         | Library use         | 0           | 9           |      |      |
| <b>Youth total</b> | <b>707</b>    | <b>1834</b>              | <b>2541</b>           | <b>3131</b> | <b>2541</b> | ILL                 | 2           | 186         |      |      |
| <b>Laptop</b>      | <b>41</b>     | <b>41</b>                | <b>41</b>             | <b>50</b>   | <b>41</b>   | <b>Total</b>        | <b>29</b>   | <b>2394</b> |      |      |
| OverDrive          |               |                          |                       |             |             | OverDrive users     | 2015        | 2014        |      |      |
| *Minerva ILL in    | 247           | 247                      | 247                   | 170         | 247         |                     | 514         | 247         |      |      |
| *Minerva ILL out   | 838           | 838                      | 838                   | 584         | 838         | People in EDL       | 2379        | 2172        |      |      |
| Monthly Circ       | 1381          | 4434                     | 5815                  | 6592        | 5815        |                     |             |             |      |      |
| YTD previous month | 12360         | 37407                    | 39534                 | 53927       | 39534       |                     |             |             |      |      |
| YTD FY             | 13741         | 41841                    | 45349                 | 60519       | 45349       |                     |             |             |      |      |
| * in circ report   |               |                          |                       |             |             |                     |             |             |      |      |
| Programs           | March, 2015   |                          |                       |             |             |                     |             |             |      |      |
|                    | # of programs | Attendance               |                       |             |             | March, 2015         |             |             |      |      |
| Youth Services     | 132           | 204 children; 124 adults |                       |             |             | Public Access       |             |             |      |      |
| Teen               | 11            | NHS tutoring             | 27 children; 23 teens | 33          |             |                     |             |             |      |      |
| Adult              | 20            | 150                      | wireless not included |             |             |                     |             |             |      |      |







Weekly/Monthly Pool User Tally

| Mar-15                 | Week dates | Monthly Totals |
|------------------------|------------|------------|------------|------------|------------|------------|----------------|
| Events                 | 3/1 - 3/7  | 3/8-3/14   | 3/15-3/21  | 3/22-3/28  | Week dates | Week dates |                |
| AM Lap                 | 13         | 13         | 14         | 9          |            |            | 49             |
| AM Ex Class            | 40         | 39         | 23         | 47         |            |            | 149            |
| AM Open/Lap            | 36         | 53         | 28         | 40         |            |            | 157            |
| Open/Senior            | 33         | 33         | 28         | 44         |            |            | 138            |
| AM Lessons             | 25         | 34         | 28         | 30         |            |            | 117            |
| Gentle Aerobics        | 46         | 48         | 30         | 51         |            |            | 175            |
| PM Open/Lap 12:30-1:30 | 39         | 44         | 29         | 36         |            |            | 148            |
| PM Lessons Wkdy        | 94         | 91         | 89         | 83         |            |            | 357            |
| Wkdy Family Swim       | 58         | 79         | 57         | 47         |            |            | 241            |
| PM Ex Class            | 27         | 32         | 17         | 27         |            |            | 103            |
| PM Lap                 | 21         | 25         | 8          | 23         |            |            | 77             |
| Wkend lessons          | 46         | 61         | 47         | 44         |            |            | 198            |
| Wkend lap              | 38         | 22         | 18         | 23         |            |            | 101            |
| Wkend Fam Swim         | 110        | 105        | 49         | 85         |            |            | 349            |
| Rentals                | 111        | 101        | 141        | 128        |            |            | 481            |
| Totals                 | 737        | 780        | 606        | 717        | 0          |            | 2840           |





Lura Hoit Pool Rentals 2015

| Month              | # of People | Total Hrs    | Wkday        |           | Wkend     |           | Total Fees         |
|--------------------|-------------|--------------|--------------|-----------|-----------|-----------|--------------------|
|                    |             |              | Rntal Hrs    | Rntal Hrs | Rntal Hrs | Rntal Hrs |                    |
| Jan                | 859         | 98           | 67           |           | 31        |           | \$5,289.00         |
| Feb                | 551         | 59.5         | 30.5         |           | 29        |           | \$3,362.00         |
| Mar                | 481         | 47           | 9            |           | 38        |           | \$2,747.00         |
| Apr                |             |              |              |           |           |           |                    |
| May                |             |              |              |           |           |           |                    |
| June               |             |              |              |           |           |           |                    |
| July               |             |              |              |           |           |           |                    |
| Aug                |             |              |              |           |           |           |                    |
| Sep                |             |              |              |           |           |           |                    |
| Oct                |             |              |              |           |           |           |                    |
| Nov                |             |              |              |           |           |           |                    |
| Dec                |             |              |              |           |           |           |                    |
| <b>Year Totals</b> | <b>1891</b> | <b>204.5</b> | <b>106.5</b> |           | <b>98</b> |           | <b>\$11,398.00</b> |

Lura Hoit Pool Rentals 2014

| Month              | # of People | Total Hrs  | Wkday        |           | Wkend        |           | Total Fees         |
|--------------------|-------------|------------|--------------|-----------|--------------|-----------|--------------------|
|                    |             |            | Rntal Hrs    | Rntal Hrs | Rntal Hrs    | Rntal Hrs |                    |
| Jan                | 904         | 89         | 70           |           | 19           |           | \$4,960.00         |
| Feb                | 609         | 66.5       | 33.5         |           | 33           |           | \$3,375.00         |
| Mar                | 585         | 52         | 7.5          |           | 44.5         |           | \$2,840.00         |
| Apr                | 584         | 31.5       | 8.5          |           | 23           |           | \$1,835.00         |
| May                | 469         | 45.5       | 11.5         |           | 34           |           | \$2,535.00         |
| June               | 323         | 31         | 8            |           | 23           |           | \$1,730.00         |
| July               | 208         | 17         | 8            |           | 9            |           | \$680.00           |
| Aug                | 154         | 11         | 5            |           | 6            |           | \$655.00           |
| Sep                | 431         | 28.5       | 5.5          |           | 23           |           | \$1,485.00         |
| Oct                | 418         | 40.5       | 11.5         |           | 29           |           | \$2,266.50         |
| Nov                | 636         | 63.5       | 30.5         |           | 33           |           | \$3,540.00         |
| Dec                | 834         | 78         | 51           |           | 27           |           | \$4,346.00         |
| <b>Year Totals</b> | <b>6155</b> | <b>554</b> | <b>250.5</b> |           | <b>303.5</b> |           | <b>\$30,247.50</b> |

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Hampden Recreation Department

Skehan Recreation Center

March-April Update 2015

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Currently we were open 7 days per week. Current day time programming consists of walking, senior fitness, line dancing, yoga and pickleball three times a week. Facility rental this month included the Bangor Roller Derby, two men's basketball group, and an long term AAU development program. Our business hours during the month of March and April were Monday 7 AM to 9:30 PM, Tuesday and Thursday 7 AM to 9:00 PM, Wednesday 7 AM to 8:30 PM, Friday 7 AM to 8 PM, and Saturday/Sunday depend on programming/rentals.

The Winter II program session was held during March and April. We discontinued our offering of Indoor Soccer after many years of a continual decline in participation numbers. This year we focused on afterschool programming at the Skehan Center offering options of kickball, dodgeball, open gym, Lego robotics, afterschool art, and field hockey. Students were walked over from the RSU schools by staff to take part in these programs.

The Skehan Center had multiple advertising banners up for renewal in May. Contact with these supporters was made in mid-April and all four approached have agreed to renew their support for the upcoming year.

The installation process of new LED fixtures was completed in late March by Hampden Electric. Hampden Electric agreed to work around our program schedule so that the install could be completed during day work hours without the need to cancel any programming. The fixtures have dramatically improved the overall appearance of the gym space and quality of lighting produces, and has been appreciated by the facility users.

The Skehan Center hosted many special events during March and April. These events included multiple birthday party rentals, Laser Tag, a double header roller derby bout, a softball clinic, and a full day Hampden Public Safety Basketball Charity Tournament. In addition several indoor Little League teams began season practices utilizing the gym space while waiting on field conditions to improve.

A tabulation of hours of operation has been completed for this fiscal year for the Skehan Center space. The information below is a comparison by month for your review.

**2014-2015 Hours of Operation  
Skehan Recreation Center  
Hampden Recreation Department**

|        | <u># of Days</u> | <u>Total Hours</u> | <u>AverageDaily</u> |
|--------|------------------|--------------------|---------------------|
| Jul-14 | 31               | 270.25             | 8.717741935         |
| Aug-14 | 31               | 237                | 7.64516129          |
| Sep-14 | 30               | 296.25             | 9.875               |
| Oct-14 | 31               | 351.5              | 11.33870968         |
| Nov-14 | 20               | 266.25             | 13.3125             |
| Dec-14 | 31               | 307.75             | 9.927419355         |
| Jan-15 | 31               | 336.5              | 10.85483871         |
| Feb-15 | 28               | 324.25             | 11.58035714         |
| Mar-15 | 31               | 381                | 12.29032258         |
| Apr-15 | 30               | 329                | 10.96666667         |
| May-15 |                  |                    |                     |
| Jun-15 |                  |                    |                     |
| YTD    |                  | 3099.75            | 387.46875           |

# Hampden Recreation Department

## Skehan Recreation Center

### Director Report

March-April 2015

- Completed monthly fire extinguisher inspections.
- Completed AED Monthly Test.
- Managed concession stand purchases and sales
- Completed monthly billing for Bangor Roller Derby for March and April.
- Received payment for BRD for March.
- Received ticket sales proceeds from BRD bout in February.
- Billed and received payment for two ongoing basketball rental clients.
- Made a recommendation to Council for Hampden Children's Day 2015.
- Met with Janet and Tom on HCD info.
- Attended a HCD committee meeting.
- Assisted with the transition of HCD to new committee.
- Worked with HHALLC to gain permissions for lighting upgrade and grab bar installation.
- Corrected a tripping hazard on a plate installed in the gym floor.
- Installed grab bars at the Skehan Center to assist senior fitness class needs.
- Produced the 2015 department budgets.
- Held a recreation committee meeting.
- Scheduled and completed the install of the LED lighting upgrades without the disruption to center programs.
- Provided program assistance, set up and clean-up for new afterschool Winter II program options.
- Continued negotiations with Bronco Travel Soccer for camp proceeds for a 2015 camp program.
- Finalized contracts with Bronco Travel Soccer for Bronco Soccer Camp and began advertising camp.
- Installed two advertising banner purchased.
- Held two recreation planning meetings.
- Met with Hampden Residents Alex and Darla King regarding Recreation Planning for the future.
- Met with Jason Sharpe and Randy Maietta about recreation planning.
- Began research and writing on a town recreation plan.
- Finalized spring program offerings and advertised.
- Data entry for spring program registrations and Bronco Soccer Camp.
- Provided staff coverage for during April vacation programming.
- Worked on an electrical issue at VFW Drive Snack Shack resulting in installation of new line by EMERA.
- Provided staff coverage for Public Safety Charity Basketball tournament.
- Contacted businesses for renewal of advertising banners at the Skehan Center and secured all 4 needing renewal.
- Continued to foster and strengthen relationship ties with the building owners Historic Hampden Academy LLC.

Thank you for the opportunity to serve the community in this capacity.

Shelley Abbott  
Recreation Director

D-4-b



**TO: Hampden Town Council**  
**FROM: Robert Osborne, Town Planner**  
**SUBJECT: Zoning Ordinance Text Amendment, Article 3.9 Rural District Frontage Exception for Cul-de-sac Lots**  
**DATE: May 14, 2015**

At the May 13, 2015 meeting the Planning Board considered the subject amendment and took the following action:

Chairman Weatherbee opened the public hearing but as no one wished to speak he closed the public hearing and asked for staff comments.

Bob Osborne explained that the purpose of this amendment is to make adjustments Rural District frontage regulations on cul-de-sacs by reducing the frontage to 100 feet and doubling the setback to 60 feet. He indicated that staff recommends an "ought to pass" recommendation to the Town Council. He noted that the Ordinance Committee has recommended to the Planning Board that the item be returned to the Council with an "ought to pass" recommendation.

After some discussion Member Avery made a motion to return this item to the Town Council with an "ought to pass" recommendation and Member Wiltbank seconded the motion which was approved 5 in favor and none against.

**TOWN OF HAMPDEN**  
**Draft**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Zoning Ordinance

Additions are Double Underlined

Deletions are ~~Strikethrough~~

**3.9. Rural District**

**3.9.1. Purpose** - The intent of this district is to protect and promote the rural use and character of the area, to provide for traditional agricultural and open space uses, and to provide for low density residential development where appropriate. It is intended that much of the residential development occurring in this district will be either dispersed in nature or, where the developer chooses, will be clustered with extensive open space surrounding the development. *(Amended: 12-18-95)*

**3.9.2. Permitted Uses (Subject to Site Plan Review where applicable)** - Agriculture, forestry, single family dwelling, certified manufactured home, two family dwelling, three or four family dwelling when serviced by public sewer and water, home day care (subject to *Section 4.19*), accessory use, golf course or other outdoor recreational facilities, home occupation (subject to *Article 4.10*), cluster subdivisions, essential service, and wireless telecommunications facilities (subject to *Section 4.22*). *(Amended: 9-19-83, 8-22-94, 12-18-95, 10-01-01, 6-3-02, 03-21-05)*

**3.9.3. Conditional Uses (Subject to Site Plan Review)** - Daycare facility, child care center (subject to *Section 4.19*), nursing home, non-profit school, public schools, church, non-profit club, hospital or clinic, mobile home park (subject to *Section 4.13*), campground, cemetery, buildings and parking for recreational facilities, processing agricultural products which are not accessory to an agricultural use, processing and excavation, gravel pit and quarry activities (subject to *Article 4.23 Excavations, Gravel Pits and Quarries*), stockpiles (subject to *Article 4.9*) not accessory to excavation, gravel pit and quarry activities, commercial nursery, indoor recreational facilities, boarding of animals; to include training and grooming, veterinary hospital, buildings necessary for essential services, community facility (including solid waste facility), Customary Rural Business (subject to *Section 4.20*). *(Amended: 8-22-94, 12/18/95, 12-2-96, 1-21-97, 03-21-05, 12-17-07, 01-03-11)*

**3.9.4. Lot Dimensions**

|                         |   |            |
|-------------------------|---|------------|
| Minimum Area            | - | 2 acres    |
| Minimum Road Frontage   | - | 200 feet   |
| Minimum Setbacks:       |   |            |
| Street Yard             | - | 30 feet    |
| Other Yards             | - | 30 feet    |
| Maximum Ground Coverage | - | 10 percent |
| Maximum Building Height | - | 35 feet    |

Notwithstanding the above requirements, accessory structures which are not attached to a principal building may be located on a lot in accordance with the following:

|  |                   |                   |
|--|-------------------|-------------------|
| Accessory Structures Ground Floor Area | Up to 250 Sq. Ft. | 251 – 650 Sq. Ft. |
| Maximum Height                         | - 16 feet         | - 24 feet         |
| Minimum Other Yard                     | - 5 feet          | - 15 feet         |

Once located in accordance with the foregoing requirements, said accessory structures shall not be attached to a principal building unless said structures are in compliance with the Other Yard requirement of the District. *(Amended: 10-3-94)*

### **3.9.5. Special District Requirements**

1. All buildings for the commercial raising or keeping of animals shall be set back a minimum of fifty (50') feet from side and rear property line. *(Amended: 10-3-94, 12-18-95)*
2. Kennels for the commercial boarding, raising, and training of six or more dogs shall be kept fifty (50') feet from side and rear property lines. *(Amended: 12-18-95)*
3. Accessory structures or buildings associated with single family residences may be larger than the principal building (single family residence) in both building height and total floor area provided that: The accessory building shall function as an accessory use to the residential use and not as a second primary use. Vehicles or equipment owned or leased by the person(s) residing on a lot may be stored or repaired in the accessory structure or building, and shall be considered to be an accessory use to the single family residential use. The accessory building shall not exceed 5,000 sq. ft. in floor area. The accessory building shall be constructed on a lot of at least 3 acres in size. Accessory buildings that meet these requirements do not require site plan approval. *(Amended: 7-6-2010)*
4. Exception: Notwithstanding the minimum road frontage standard found in Article 3.9.4 Lot Dimensions, lots located entirely or primarily on a street cul-de-sac the minimum frontage required for such a lot is reduced to 100 feet provided that the street yard setback is increased to a minimum of 60 feet.

D-4-c



**TO:** Hampden Town Council  
**FROM:** Robert Osborne, Town Planner  
**SUBJECT:** Draft Zoning Ordinance Text Amendment, Industrial District Building Height Standards  
**DATE:** May 14, 2015

This draft amendment provides a mechanism for the Planning Board to approve buildings over 35 feet in height in the Industrial District through Conditional Use review.

At the May 13, 2015 meeting the Planning Board considered the subject amendment and took the following action:

Chairman Weatherbee opened the public hearing but as no one wished to speak he closed the public hearing and asked for staff comments.

Bob Osborne explained that the purpose of this amendment is to make adjustments to the Industrial District building height regulations to require that buildings taller than 35 feet be conditional uses and that for each foot in height taller than 35 feet they have an additional foot of setback. He indicated that staff recommends an "ought to pass" recommendation to the Town Council. He noted that the Ordinance Committee has recommended to the Planning Board that the item be returned to the Council with an "ought to pass" recommendation.

After some discussion Member Wiltbank made a motion to return this item to the Town Council with an "ought to pass" recommendation and Member Weldon seconded the motion which was approved 5 in favor and none against.

**TOWN OF HAMPDEN**  
**Draft**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Zoning Ordinance

Additions are Double Underlined

Deletions are ~~Strikethrough~~

**3.2. Industrial District**

**3.2.1. Purpose** - These areas are set aside for non-service intensive industrial uses which do not require the amenities of an industrial park and which would fit into the surrounding rural area with ease. Industries needing public sewer or water are not expected to locate in these areas.

**3.2.2. Permitted Uses (Subject to Site Plan Review)** - Facilities for manufacturing, compounding, processing, packaging, essential service, wireless telecommunications facilities (subject to *Section 4.22*), treatment or warehousing of goods and products, wholesale distribution, take out restaurant, retail sales where such activities are part of and accessory to an industrial use, such facilities having less than five thousand (5,000) square feet of gross floor area, and accessory uses and structures. Excavation, gravel pit and quarry activities are not permitted in the district. (*Amended: 10-01-01, 12-6-04, 12-17-07*)

**3.2.3. Conditional Uses (Subject to Site Plan Review)** - Medical Marijuana Registered Dispensary and/or Medical Marijuana Cultivation Facility (subject to *Article 4.24*), methadone clinic (subject to *Article 4.24*), facilities for manufacturing, compounding, processing, packaging, treatment, buildings necessary for essential services, or warehousing of goods and products, wholesale distribution, retail sales where such activities are part of and accessory to an industrial use, such facilities having more than five thousand (5,000) square feet of gross floor area. Stockpiles (subject to *Article 4.9*), but not including excavation, gravel pit and quarry activities. Accessory uses or structures, building or living quarters for security personnel and buildings greater in height than thirty-five (35) feet. (*Amended: 12-17-07, 03-07-11*)

**3.2.4. Lot Dimensions**

|                         |   |            |
|-------------------------|---|------------|
| Minimum Lot Area        | - | 2 acres    |
| Minimum Road Frontage   | - | 150 feet   |
| Minimum Setbacks:       |   |            |
| Street Yard             | - | 50 feet    |
| Other Yards             | - | 35 feet    |
| Maximum Ground Coverage | - | 25 percent |
| Maximum Building Height | - | 35 feet    |

**3.2.5. Special District Regulations**

1. Notwithstanding the above requirements any structure which requires access to rail service shall not be required to setback from the railroad siding.
2. In order to provide for harmonious development and preserve the rural character the Planning Board may require additional buffers beyond that required in *Article 4.7.11*. (*Amended 8-17-92*)

3. Buildings in excess of 35 feet in height shall provide additional setbacks on all yards as herein stipulated: Subtract 35 feet from the proposed building height and add that difference to each yard setback requirement.

EXAMPLE: A 48 foot tall building is proposed. By subtracting the base District maximum building height from the proposed height the following is the result  $48' - 35' = 13'$ .

Then add that amount to each yard or setback.

| <u>Setback Type</u> |          | <u>Base Setbacks:</u> | <u>Total Setback</u> |
|---------------------|----------|-----------------------|----------------------|
| <u>Street Yard</u>  | <u>-</u> | <u>50 feet</u>        | <u>63 feet</u>       |
| <u>Side Yard</u>    | <u>-</u> | <u>35 feet</u>        | <u>48 feet</u>       |
| <u>Rear Yard</u>    | <u>-</u> | <u>35 feet</u>        | <u>48 feet</u>       |



**TO: Hampden Town Council**  
**FROM: Robert Osborne, Town Planner**  
**SUBJECT: Draft Zoning Ordinance Text Amendment, Conditional Lot Dimensions**  
**DATE: May 14, 2015**

This draft amendment provides a mechanism for the Code Enforcement Officer to give relief from the frontage requirement of certain zoning districts.

At the May 13, 2015 meeting the Planning Board considered the subject amendment and took the following action:

Chairman Weatherbee opened the public hearing.

Alex King, 75 Ichabod Lane spoke in support of the proposed amendment indicating that he feels that if allowed no change of character would come to the rural character of the town.

Peggy Brown, 208 Kennebec Road spoke in support of the proposed amendment indicating that the amendment would be useful for her family on the large lot that they own.

As no one else wished to speak he closed the public hearing and asked for staff comments.

Bob Osborne explained that the purpose of this amendment is to allow Rural District, Residential A and Residential B District minimum frontage standards reduction by granting a permit through the Code Enforcement Officer that would allow frontage of 66 feet with certain building envelope standards required and maintained.

Mr. Osborne indicated that the item had come from the Ordinance Committee with a few friendly amendments. The recommendation was: 1. To remove Residential A and Residential B Districts from the contemplated areas where the permit is available. 2. To add a sentence clarifying that this permit cannot be used in the context of subdivisions. And 3. To renumber the text that is currently 4.3.6.2. a and b to 4.3.6.1. l and m. He indicated that staff recommends an "ought to pass" recommendation to the Town Council with the proposed amendments. He noted that the Ordinance Committee has recommended to the Planning Board that the item be returned to the Council with an "ought to pass" recommendation with the friendly amendments proposed.

After some discussion Member Weldon made a motion to return this item with the noted changes to the Town Council with an "ought to pass" recommendation and Member Wiltbank seconded the motion which was approved 5 in favor and none against.

## Town of Hampden

### Draft

Additions are Double Underlined

Deletions are ~~Strikethrough~~

#### 4.3. Conditional Lot Dimensions

**4.3.1. Purpose** - It is the purpose of this section of the Ordinance to establish a procedure which would allow for residential development on certain lots which, because of inadequate road frontage, would not otherwise be usable for residential purposes. The lots must meet certain requirements as established in this section of the Ordinance and the development of the lots must be consistent with wise land use planning.

~~4.3.2. Deleted. Permit Required~~ - A conditional lot dimension permit issued by the planning board is required for the development of any lot having inadequate road frontage. The planning board shall follow the procedures outlined in ~~Article 4.3.5~~ in reviewing any application for conditional lot dimension permit.

**4.3.3. Information Required in Application** - Application for the development of lots requiring a conditional lot dimension permit shall be accompanied by plans, drawn to scale, containing the following information:

1. Scale of map.
2. Name of applicant.
3. Boundaries of tract of land.
4. Location of existing and proposed buildings and other structures, including use and proposed use thereof.
5. Location of buildings on abutting properties or within five hundred (500') feet of the property line of the proposed development.
6. Location of existing public streets.
7. Location of all curb cuts within five hundred (500') feet ~~one thousand (1,000') feet~~ of the curb cut which will result from the development of the lot.
8. Location of existing and proposed rights of way, utilities and easements therefor; including sanitary sewerage, water and all electricity.
9. ~~Deleted. Location, intensity, type, size and direction of all outdoor lighting.~~

**4.3.4. Application Procedure** - ~~Persons seeking conditional lot dimension approval shall file one (1) original and twelve (12) copies of a complete application, including all information required under Article 4.3.3, with the code enforcement officer at least fifteen (15) days before the planning board meeting when they will be considered. Applicant shall also file site plan review application fees and other applicable fees paid in accordance with the Town of Hampden Fees Ordinance. Upon receipt of complete plans the code enforcement officer shall refer such plans to the planning board. The filing of the required application with the code enforcement officer shall constitute filing of an application for conditional lot dimension approval. (Amended: 11-17-03)~~

~~4.3.5. Deleted. Planning Board Review and Action~~ - Within forty five (45) days of the filing of the application for conditional lot dimension approval, the planning board shall approve, approve with modifications, or disapprove the application at a public meeting. The board shall limit its review to the criteria set forth in ~~Article 4.3.6~~. The board may consult with the applicant or any other party in making its review. The board shall inform the applicant of its decision in writing, and in cases of

~~disapproval or approval with modifications, reasons for such action shall be stated. A copy of the Board's decision shall be filed with the code enforcement officer.~~

#### 4.3.6. Standards Governing Conditional Lot Dimension Permits

1. *General Requirements* - A conditional lot dimensions permit may only be issued if the following conditions are met:
  - a. The lot and access way must be located in the Rural District, ~~the Residential A District or the Residential B District.~~
  - b. ~~Deleted. The frontage of the lot must not have been reduced since January 1, 1979 below either 1.) the minimum lot frontage required in the district which it is located or, 2.) the nonconforming frontage in existence on January 1, 1979.~~
  - c. The lot is of such dimensions that an imaginary square whose minimum side dimension is the minimum road frontage required in the district where the lot is located, can be accommodated within its borders. Any building that is located on the lot shall be located within the perimeter of such a square. If the lot falls within more than one zoning district, the side dimension for the square shall be determined by the district in which the building is to be built.
  - d. No building shall be placed closer to any lot line or right of way boundary than the distance of the greatest required minimum setback in the district in which the building is located. In determining which dimension is applicable, the characteristic of the lot relative to off and on lot sewer and/or water and the dimensional, requirements associated with such characteristics shall be used. No primary building shall be less than one hundred (100') feet from existing dwellings.
  - e. There shall be no alternative access to the lot which conforms with the road frontage requirements established for the district.
  - f. The development of the lot shall cause no unsafe or unhealthful condition. Of particular concern in this regard should be traffic safety.
  - g. The lot shall conform to all dimensional requirements of this Ordinance except road frontage. Building setback requirements shall be determined by *Article 4.3.6.1.d* of this Ordinance.
  - h. Only single family residential uses shall be allowed on these lots.
  - i. The development of the lot shall not preclude the orderly development of the neighborhood and the community.
  - j. The lot must have at least sixty six (66') feet ~~thirty (30) feet~~ of road frontage.
  - k. Conditional lot dimension permits can be issued for the cul-de-sac portion of a subdivision. The provisions of this Article shall only apply to single lots and shall not be used in the lotting of subdivisions. All other subdivision activity shall be governed by the Subdivision Ordinance of the Town of Hampden.
  - l. No more than one (1) dwelling unit may be placed on the lot.

2. ~~Deleted. Requirements Pertaining To Lots Having More Than 66 Feet Road Frontage~~—In addition to the general requirements in 4.3.6.1.a-j, all lots with road frontage of sixty six (66') feet or more, but less than the required minimum road frontage in the district where the lot fronts the road, shall meet the following standards:
  - a. ~~Deleted.~~ A sixty six (66') foot right of way into and through the lot must be provided to allow for future road building and/or subdivision activity. The right of way must be designed so as to make optimal use of the lot and adjacent undeveloped land, if such development becomes desirable in the future. In determining whether sufficient land is available for development of a dwelling unit, the land in the required right of way shall not be considered.
  - b. ~~Deleted.~~ Conditional lot dimension permits shall not be issued in a subdivision. All subdivision activity shall be governed by the Subdivision Ordinance of the Town of Hampden.
  - c. ~~Deleted.~~ No more than one (1) dwelling unit may be placed on the lot.
3. ~~Deleted. Requirements Pertaining to Lots Having Less Than Sixty Six (66') Feet but at Least Thirty (30') Feet of Road Frontage~~—In addition to the general requirements in 4.3.6.1.a-j, all lots with less than sixty six (66') feet but at least thirty (30') feet of road frontage shall meet the following standards:
  - a. ~~Deleted.~~ There must be no alternative access which is greater than or equal to sixty feet (66') feet (if such access exists, that must be used and reviewed under the provisions of 4.3.6.2).
  - b. ~~Deleted.~~ No more than one (1) dwelling unit may be placed on the lot.



**TO:** Hampden Town Council  
**FROM:** Robert Osborne, Town Planner  
**SUBJECT:** Zoning Ordinance Text Amendment, Article 4.15 Water Recreation and Article 7.2 Definitions  
**DATE:** May 14, 2015

At the May 13, 2015 meeting the Planning Board considered the subject amendment and took the following action:

Chairman Weatherbee asked for a motion to take this item off the table. Member Davitt moved that this item be removed from the table and Member Avery seconded the motion which was approved unanimously. As no one wished to speak Chairman Weatherbee did not re-open the public hearing but asked for staff comments.

Bob Osborne explained that the purpose of this amendment is to add language to the zoning ordinance that regulates swimming pools and tubs to provide safety barriers for children. The language is consistent with MUBEC code. The draft amendment also does away with lagoons because they are no longer a viable mechanism for disposal of wastewater. He indicated that staff recommends an "ought to pass" recommendation to the Town Council. He noted that the Ordinance Committee has recommended to the Planning Board that the item be returned to the Council with an "ought to pass" recommendation.

After some discussion Member Weldon made a motion to return this item to the Town Council with an "ought to pass" recommendation as presented in the current packet document and Member Wiltbank seconded the motion which was approved 5 in favor and none against.

The Town of Hampden hereby ordains that the following amendments to the Zoning Ordinance be adopted.

Additions underlined

Deletions ~~stricken~~

4.15. ~~Water Recreation and Sewage Lagoons~~ Swimming Pools - Any swimming pool, as defined, ~~and any sewage lagoon~~ shall comply with the following requirements:

4.15.1. The swimming pool ~~facility~~ shall conform with setback requirements.

4.15.2. ~~The facility shall be enclosed by a fence no less than (4) four feet high to prevent uncontrolled access.~~

4.15.2 Barrier Requirements

- a. **Application.** The following provisions shall control the design of barriers for residential swimming pools, spas, and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to residential swimming pools, spas, and hot tubs.
- b. **Outdoor residential swimming pool.** An outdoor residential swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:
  - i. The top of the barrier shall be at least 48 inches above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.
  - ii. Openings in the barrier shall not allow passage of a 4-inch-diameter sphere.
  - iii. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

- iv. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1¾ inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches in width.
- v. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches in width.
- vi. Maximum mesh size for chain link fences shall be a 2 ¼inch square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1¾ inches.
- vii. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1¾ inches.
- viii. Access gates shall comply with the requirements of Section 4.15.2.b, Items i through vii, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism and openings shall comply with the following:
  1. The release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate; and
  2. The gate and barrier shall have no opening larger than 1/2 inch within 18 inches of the release mechanism.
- ix. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
  1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346-91(2010); or
  2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The

- deactivation switch(es) shall be located at least 54 inches above the threshold of the door; or
3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the Code Enforcement Officer or Fire/Building Inspector, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 4.15.2.b.ix.1 or 4.15.2.b.ix.2 described above.
- x. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
  2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section 4.15.2.b, Items i through ix. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.
- c. Indoor residential swimming pool. Walls surrounding an indoor residential swimming pool shall comply with Section 4.15.2.b, Item ix.
- d. Prohibited locations. Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb them.
- e. Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346-91(2010) shall be exempt from the foregoing provisions.

## 7.2 Definitions

~~*Swimming pool:* An outdoor body of water enclosed in an artificial receptacle or other container, whether in or above the ground, used or intended to be used for swimming or bathing and designed for a water depth of twenty four (24") inches or more.~~

*Swimming pool:* Any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

*Swimming pool barrier:* A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

*Swimming pool, indoor:* A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

Swimming pool, outdoor: Any swimming pool which is not an indoor pool.

Swimming pool, residential: Any swimming pool which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories in height.

D-4-f



**TO: Hampden Town Council**  
**FROM: Robert Osborne, Town Planner**  
**SUBJECT: Draft Zoning Ordinance Text Amendment, Business B District**  
**DATE: May 14, 2015**

At the May 13, 2015 meeting the Planning Board considered the subject amendment and took the following action:

Chairman Weatherbee asked for a motion to take this item off the table. Member Wiltbank moved that this item be removed from the table and Member Weldon seconded the motion which was approved unanimously. As no one wished to speak Chairman Weatherbee did not re-open the public hearing but asked for staff comments.

Bob Osborne stated that the purpose of this amendment is to make adjustments to the Business B District for frontage and height regulations. The rationale was driven by a closer look at some of the parcels recently brought into the Business B District. When the current setbacks were applied to some of the smaller lots there was inadequate lot width left to develop. This amendment comes to us at the recommendation of the Public Safety Department and Planning Department. It has been reviewed by the Town Attorney and appears to be well integrated in the Ordinance. Staff recommends that the Planning Board recommend "ought to pass" to the Council on this item with one friendly amendment that would add a Special District Regulation that requires a 30 foot setback only on lot lines that abut residential zones. He noted that the Ordinance Committee has recommended "ought to pass" with the noted change to the Special District Regulations.

After some discussion Member Weldon made a motion to return this item to the Town Council with an "ought to pass" recommendation with the noted amendment to the Special District Regulations to increase the setback on lot lines abutting residential districts and Member Avery seconded the motion which was approved 5 in favor and none against.

**TOWN OF HAMPDEN**  
**Draft**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Zoning Ordinance

Additions are Double Underlined

Deletions are ~~Strikethrough~~

**3.13. Business B District**

**3.13.1. Purpose** - This district is intended to provide a location for larger commercial developments (in excess of 10,000 sq. ft. of floor area) in central locations of Hampden.

**3.13.2. Permitted Uses (Subject to Site Plan Review)** - Business and professional offices, retail and service businesses, take-out restaurant, small restaurant, single family dwelling, home occupation (subject to *Article 4.10*), accessory uses or structures and essential service. (*Amended: 12-6-04, 07-14-14*)

**3.13.3. Conditional Uses (Subject to Site Plan Review)** - Sit-down restaurant, fast-food restaurant, outdoor dining restaurant, tavern, drive-thru business, automobile and truck sales and service, church, mixed residential/commercial uses, limited to a maximum of four (4) dwelling units, day care facilities and child care center (subject to *Article 4.19*), preschool, commercial school, place of assembly, nursing home, funeral home, community building, community facility, hotel and motel, buildings over 35 feet in height and buildings for essential services. (*Amended: 12-6-04, 07-14-14*)

**3.13.4. Lot Dimensions**

|                         |   |                     |
|-------------------------|---|---------------------|
| Minimum Lot Area        | - | 1 acre              |
| Minimum Road Frontage   | - | <u>100-125</u> feet |
| Minimum Setbacks:       |   |                     |
| Street Yard             | - | <u>30</u> 35 feet   |
| Other Yards             | - | <u>15</u> 30 feet   |
| Maximum Lot Cover       | - | 20 percent          |
| Maximum Building Height | - | 35 feet             |

\*Any lawfully existing lot of record situated in a Business B District containing road frontage of less than 100' ~~400'~~ or less as of June 1, 2014 served by public sewer with existing structures may use Other Yards minimum setback of 10' ~~single family dwellings and accessory structures with minimum street yard and other yards of not less than 10 feet each.~~ Any such lots containing between ~~100' and 124'~~ of road frontage may be developed for single family dwellings and accessory structures with minimum street and other yards of 10 feet each, plus 0.5 feet per side yard for each foot of road frontage in excess of 100'. (*Amended: 07-14-14*)

**3.13.5. Special District Regulations**

1. Along any boundary line adjacent to a residential district a Class III landscaped buffer strip shall be provided.
2. Shopping centers shall provide accommodations for pedestrians, bicyclists, handicap accessibility and public transportation. (*Adopted: 11-8-83*) (*Amended: 8-8-94*)

3. Buildings with the exception of one and two unit dwellings constructed, reconstructed, moved or structurally altered, shall comply with the following standards:
  - a. Buildings shall have a pitched roof with a minimum pitch of six (6) in twelve (12), or have a roof form and pitch consistent with adjacent structures within 300 feet or if in the development of structures in excess of 10,000 square feet, has an appearance similar to that of a pitched roof.
  - b. Buildings shall have exterior siding that is compatible with those of the adjacent buildings, such as brick or masonry veneers, wood siding, wood shingles, aluminum or vinyl siding simulating a clapboard pattern, or hardboard siding. Inconsistent architectural elements created by illumination, form or color are not permitted ~~shall be discouraged~~.
  - c. Buildings in excess of 10,000 square feet shall treat the predominately visible street facade(s) within the guidelines of the above materials to provide a consistent architectural appearance.
4. In order to evaluate consistency with Special District Regulation 3, the site plan submission shall include elevation drawings with details and color renderings or color computer drawings as to how the above standards are met. *(Amended: 07-19-00)*
5. Fast-food restaurant use shall be located on a lot having a minimum lot size of 1.5 acres, minimum frontage of 200 and no part of the vehicle queue shall be located within 100 feet of a residential structure. *(Amended: 12-6-04)*
6. Sale or consumption of alcoholic beverages is prohibited for outdoor dining restaurant uses in conjunction with take-out restaurants and fast-food restaurants. *(Amended: 12-6-04)*
7. Outdoor dining areas proposed for outdoor dining restaurant uses shall be clearly delineated on a site plan including barriers required under M.R.S.A. Title 28-A. Outdoor dining restaurant uses proposing outdoor consumption of alcoholic beverages shall comply with M.R.S.A. Title 28-A: LIQUORS §1051. Licenses generally which requires that outside areas be controlled by barriers and by signs prohibiting consumption beyond the barriers. *(Amended: 12-6-04)*
8. Notwithstanding the maximum building height regulation herein building height may be up to 60 feet maximum height under the following condition: Buildings in excess of 35 feet in height shall provide additional setbacks on all yards as herein stipulated: Subtract 35 feet from the proposed building height and add that difference to each base yard setback requirement. *(Amended: 07-14-14)*

*EXAMPLE:* A 60 foot tall building is proposed. By subtracting the base district building height from the proposed height the following is the result  $60 - 35 = 25$  which is added to the minimum yard requirement.

|             |   | Minimum Setbacks: | Modified Setback  |
|-------------|---|-------------------|-------------------|
| Street Yard | - | <u>30</u> 35 feet | <u>55</u> 60 feet |
| Other Yard  | - | <u>15</u> 30 feet | <u>40</u> 55 feet |

9. Notwithstanding 3.13.4 Lot Dimensions, Minimum Setbacks, Other Yard requirement the other yard setback shall be increased to 30 feet on any side or rear yard that abuts Residential A or Residential B District.

D-4-g

TO: Finance & Administration Committee  
FROM: Sue Lessard, Town Manager  
DATE: May 13, 2015  
RE: Information related to issuing plates

The purpose of this memo is to provide information to the Committee related to the requirements that the Town would have to meet in order to issue license plates at this office as well as the volume of work that would be involved based on historical information of how many of these transactions we would likely see in a year.

The information is broken down into process, plates, sales tax and title applications, reporting and revenue categories and there is also an analysis of the volume of transactions of the last three years to understand how many of these transactions we could expect to process on an annual basis.

#### Process

1. A letter requesting authorization is sent from the Town Council.
2. All staff need to attend training if registering with any kind of plate – Attached is the training schedule for the Bureau of Motor Vehicles for 2015
3. Trio software will update the authorizations through the software system

#### Plates

1. Plates must be stored in location where there is restricted access by the public in a location such as a locked fireproof filing cabinet or the vault.
2. Towns issuing plates must have on hand plates of every class code that they are authorized to issue. There are 50 class codes.
3. Persons wishing to have vanity plates would still have to go to the Motor Vehicle Office in Bangor.
4. PC plates come in boxes of 25 sets, trailer plates come in boxes of 50 plates and Motorcycle plates come in boxes of 50 plates. Specialty plates come in a minimum of 5 sets.

#### Sales Tax & Title Applications

1. Persons who purchase a vehicle via a casual sale will have title and sales tax forms completed at this office. They have to either be printed on a dot matrix printer such as the regular registrations are printed on or they can be hand written as long as the writing on the forms is completely legible. If the Town were to move forward with this process I would recommend that we start out with handwriting the forms. The legibility issue that I would be most concerned about would be the ability to read all copies of the multipart forms. If this was a problem, dot matrix printers are approximately \$400 for this application and the Town could acquire one for Sales Tax and one for Titles. They would have to be located on the middle counter which would consume valuable work space.
2. Residents who purchased a vehicle from a dealer would have already completed sales tax and title applications which would reduce the staff time necessary to process the transaction.

#### Reporting

1. Weekly reporting by the Motor Vehicle Agent for the Town is mandatory with no exceptions due to the title aspect of the process. Our Motor Vehicle Agent currently does weekly reporting with the exception on occasion of weeks in which property taxes are due – and then two weeks are submitted. Since the counter traffic during those periods keeps all front office staff waiting on customers full time.
2. At the present time the Town files weekly reports to the Bureau of Motor Vehicles for all registrations done at the Town Office and submits a check for the Registration Fee amounts that were collected for each registration. The Town retains the excise tax portion of vehicle registrations and receives \$3 per transaction for re-registering vehicles and \$4 for new vehicle registrations from a dealer sale that transfer plates from one vehicle to another.

#### Revenue

1. The Town would receive \$4 per transaction for issuing plates per registration. Based on the numbers below, it would generate approximately \$3,696 per year since the Town does not receive an Agent fee for vehicles which it processes as Excise only – which is how registrations that are sent to Motor Vehicle for plates are processed currently.

#### Volume of transactions:

The following is a breakdown of the vehicle registrations that were processed at the Town Office for the past three full years as well as thus far in 2015. These numbers do not include persons who utilized the online Rapid Renewal system to re-register their vehicles. Those that were sent to Motor Vehicle are classified as New Registrations and those are further broken down into whether it was a Dealer or a Casual sale. The Town currently does plate transfers for all sales that are done through a dealer and those numbers are not included in the New Registrations for Dealer sales listed below.

| Year | Total # Registrations | # New Reg. | # Dealer | # Casual | % of Total |
|------|-----------------------|------------|----------|----------|------------|
| 2012 | 7,254                 | 905        | 154      | 751      | 12.4%      |
| 2013 | 7,751                 | 945        | 199      | 746      | 11.8%      |
| 2014 | 7,689                 | 924        | 181      | 743      | 11.0%      |
| 2015 | 2,492                 | 279        | 47       | 232      | 11.2%      |

**Bureau of Motor Vehicles**  
**Dealer and Agent Services**

**To:** All Municipalities  
**From:** Garry Hinkley, Director of Vehicle Services  
**Date:** Monday, December 8, 2014  
**Subject:** Municipal Agent Registration Training for the Period of February 2015 to December 2015

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We are pleased to announce our updated training schedules through December 2015. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

|             |                    |               |  |
|-------------|--------------------|---------------|--|
| Limited New | February 24, 2015  | 9:00AM-4:00PM | BMV Main Office, 101 Hospital Street, Augusta              |
| New         | February 25, 2015  | 9:00AM-4:00PM | BMV Main Office, 101 Hospital Street, Augusta              |
| Truck       | February 26, 2015  | 9:00AM-1:00PM | BMV Main Office, 101 Hospital Street, Augusta              |
| Limited New | March 18, 2015     | 9:00AM-4:00PM | Lisbon Town Office, 300 Lisbon St, Lisbon                  |
| New         | March 19, 2015     | 9:00AM-4:00PM | Lisbon Town Office, 300 Lisbon St, Lisbon                  |
| Truck       | March 20, 2015     | 9:00AM-1:00PM | Lisbon Town Office, 300 Lisbon St, Lisbon                  |
| Limited New | April 13, 2015     | 9:00AM-4:00PM | Gray City Hall, 24 Main St, Gray                           |
| New         | April 14, 2015     | 9:00AM-4:00PM | Gray City Hall, 24 Main St, Gray                           |
| Truck       | April 15, 2015     | 9:00AM-1:00PM | Gray City Hall, 24 Main St, Gray                           |
| Limited New | May 12, 2015       | 9:00AM-4:00PM | Houlton City Hall, 21 Water St, Houlton                    |
| New         | May 13, 2015       | 9:00AM-4:00PM | Houlton City Hall, 21 Water St, Houlton                    |
| Truck       | May 14, 2015       | 9:00AM-1:00PM | Houlton City Hall, 21 Water St, Houlton                    |
| Limited New | June 16, 2015      | 9:00AM-4:00PM | Scarborough City Hall, 259 US Rt.1, Scarborough            |
| New         | June 17, 2015      | 9:00AM-4:00PM | Scarborough City Hall, 259 US Rt. 1, Scarborough           |
| Truck       | June 18, 2015      | 9:00AM-1:00PM | Scarborough City Hall, 259 US Rt. 1, Scarborough           |
| Limited New | July 14, 2015      | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta                  |
| New         | July 15, 2015      | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta                  |
| Truck       | July 16, 2015      | 9:00AM-1:00PM | BMV Main Office, 101 Hospital St, Augusta                  |
| Limited New | August 18, 2015    | 9:00AM-4:00PM | Jay Town Office, 340 Main St, Jay                          |
| New         | August 19, 2015    | 9:00AM-4:00PM | Jay Town Office, 340 Main St, Jay                          |
| Truck       | August 20, 2015    | 9:00AM-1:00PM | Jay Town Office, 340 Main St, Jay                          |
| Limited New | September 15, 2015 | 9:00AM-4:00PM | East Millinocket Town Office, 53 Main St, East Millinocket |
| New         | September 16, 2015 | 9:00AM-4:00PM | East Millinocket Town Office, 53 Main St, East Millinocket |
| Truck       | September 17, 2015 | 9:00AM-1:00PM | East Millinocket Town Office, 53 Main St, East Millinocket |
| Limited New | October 20, 2015   | 9:00AM-4:00PM | Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor |
| New         | October 21, 2015   | 9:00AM-4:00PM | Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor |
| Truck       | October 22, 2015   | 9:00AM-1:00PM | Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor |

|             |                   |               |   |
|-------------|-------------------|---------------|---|
| Limited New | November 17, 2015 | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta |
| New         | November 18, 2015 | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta |
| Truck       | November 19, 2015 | 9:00AM-1:00PM | BMV Main Office, 101 Hospital St, Augusta |
| Limited New | December 08, 2015 | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta |
| New         | December 09, 2015 | 9:00AM-4:00PM | BMV Main Office, 101 Hospital St, Augusta |
| Truck       | December 10, 2015 | 9:00AM-1:00PM | BMV Main Office, 101 Hospital St, Augusta |

**Materials to bring to class:** A workbook is provided for each class.

**The Bureau of Motor Vehicles Procedures Training Manual is available on the M.M.A. (Maine Municipal Association) website to view and print. Please use the link provided below to access the most up-to-date manual.**  
<http://www.memun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website <http://www.maine.gov/sos/bmv/DealerAgent/>

A one hour lunch break is provided; however, lunch is not provided so please plan accordingly.

**The BMV Main Office has a full service cafeteria on-site for VISITORS AND STAFF!**

**Notice:** Staff persons who have not attended Motor Vehicle training may not be left alone in the office to process registrations at any level.

**Reminder:** This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

**Your Municipality:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Your E-Mail Address:** \_\_\_\_\_

**Training Class (please circle each class you want to attend):**    Limited New    New    Truck

**Date(s) of Class:** \_\_\_\_\_

**Name of person(s) attending:** \_\_\_\_\_

**Telephone number:** 624-9000, ext. 52163

**FAX number:** 624-9037



TOWN OF HAMPDEN  
PUBLIC NOTICE

D-4-h

Notice is hereby given that the Hampden Town Council will hold a public hearing at 7:00 pm on Monday, June 15, 2015 at the Hampden Municipal Building for consideration of the entire FY 2016 proposed town budget.

PROPOSED 2016  
HAMPDEN TOWN BUDGET

| ACCOUNT NUMBER | ACCOUNT NAME                   | PROPOSED BUDGET 2015  |
|----------------|--------------------------------|-----------------------|
| 01-01          | ADMINISTRATION                 | \$575,598.00          |
| 01-02          | GIS/IT                         | \$106,423.00          |
| 01-03          | COMMUNICATIONS                 | \$19,772.00           |
| 01-05          | TOWN COUNCIL                   | \$30,890.00           |
| 01-10          | MUNICIPAL BUILDING             | \$86,507.00           |
| 01-15          | TAX COLLECTOR                  | \$6,000.00            |
| 01-20          | ELECTIONS                      | \$8,529.00            |
| 01-25          | PLANNING/ASSESSING             | \$178,594.00          |
| 01-30          | ECONOMIC DEVELOPMENT           | \$111,575.00          |
| 05-01          | POLICE                         | \$1,018,447.00        |
| 05-05          | FIRE DEPARTMENT                | \$953,330.00          |
| 05-10          | PUBLIC SAFETY                  | \$187,836.00          |
| 06-06          | NON-DEPARTMENT UTILITIES       | \$546,400.00          |
| 10-01          | PUBLIC WORKS                   | \$1,194,967.00        |
| 10-05          | MUNICIPAL GARAGE               | \$25,726.00           |
| 15-10          | SOLID WASTE                    | \$353,784.00          |
| 20-01          | RECREATION                     | \$131,117.00          |
| 20-10          | DYER LIBRARY                   | \$249,608.00          |
| 20-20          | LURA HOIT POOL                 | \$203,707.00          |
| 25-10          | THE BUS                        | \$92,000.00           |
| 30-10          | BUILDINGS & GROUNDS            | \$82,664.00           |
| 40-10          | GENERAL ASSISTANCE             | \$10,000.00           |
| 50-10          | DEBT SERVICE                   | \$319,958.00          |
| 67-10          | TIF                            | \$20,000.00           |
| 3-00-00        | RESERVES                       | \$330,000.00          |
| <b>GROSS</b>   | <b>MUNICIPAL BUDGET TOTAL</b>  | <b>\$6,843,432.00</b> |
| <b>LESS</b>    | <b>MUNICIPAL REVENUES</b>      | <b>\$3,085,500.00</b> |
| <b>= NET</b>   | <b>MUNICIPAL BUDGET TOTAL</b>  | <b>\$3,757,932.00</b> |
|                | <b>SAD #22 TAXATION AMOUNT</b> | <b>\$6,130,574.00</b> |
|                | <b>COUNTY TAXATION AMOUNT</b>  | <b>\$768,555.00</b>   |

**ESTIMATED TOTAL TAXATION REQUIREMENT \$10,657,061.00**

Proposed FY 2016 budget figures are as of 6/1/15. Based on the current budget and anticipated valuation increase the mil rate should remain at \$17.50 per thousand. Copies of the entire proposed FY 2016 Budget are available for public inspection at the Hampden Town Office.

D-4-i



Susan Lessard <manager@hamp

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## Confused

1 message

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**Susan Lessard** <manager@hampdenmaine.gov>

Thu, May 28, 2015 at 10:33 AM

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>, Don Cooper <donc@bactsmo.org>

Good Morning-

I am more than confused. I have copies of bills annually from the BAT system that we pay quarterly for our share of the BAT system. According to Laurie, the 15/16 number for us is \$96,000, the 14/15 budget is just over \$92,000. Neither of these numbers are anywhere near the number of \$37,375 that Don says is our share of the BAT system.

This item is on the finance committee agenda for Monday night. I really need some answers to the differential in numbers that makes sense.

Thank you

Sue Lessard

--

Sue Lessard

*Town Manager*

*Town of Hampden*

*106 Western Avenue*

*Hampden, ME 04444*

*(207)-862-3034*

*manager@hampdenmaine.gov*



Susan Lessard &lt;manager@hampdenmaine.gov&gt;

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**Confused**

3 messages

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**Susan Lessard** <manager@hampdenmaine.gov>

Thu, May 28, 2015 at 10:33 AM

To: "Linscott, Laurie" &lt;laurie.linscott@bangormaine.gov&gt;, Don Cooper &lt;donc@bactsmo.org&gt;

Good Morning-

I am more than confused. I have copies of bills annually from the BAT system that we pay quarterly for our share of the BAT system. According to Laurie, the 15/16 number for us is \$96,000, the 14/15 budget is just over \$92,000. Neither of these numbers are anywhere near the number of \$37,375 that Don says is our share of the BAT system.

This item is on the finance committee agenda for Monday night. I really need some answers to the differential in numbers that makes sense.

Thank you

Sue Lessard

--

Sue Lessard

*Town Manager**Town of Hampden**106 Western Avenue**Hampden, ME 04444**(207)-862-3034**manager@hampdenmaine.gov*

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**Linscott, Laurie** <laurie.linscott@bangormaine.gov>

Thu, May 28, 2015 at 3:11 PM

To: Susan Lessard &lt;manager@hampdenmaine.gov&gt;

Sue, I am working with Deb, the Finance Director to get you the information. I have not forgot about you at all I am working hard to get you the information you need. I am sorry Don's figures confused you and I am not sure where he got the 37,375 number from. He is checking his formulas in the spreadsheet to see if they are bad. We are all working hard to get you the correct figures.

Thanks, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax

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**From:** Susan Lessard [mailto:manager@hampdenmaine.gov]  
**Sent:** Thursday, May 28, 2015 10:34 AM  
**To:** Linscott, Laurie; Don Cooper  
**Subject:** Confused

[Quoted text hidden]

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**Susan Lessard** <manager@hampdenmaine.gov>  
To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>  
Cc: "Farrar, Bob" <robert.farrar@bangormaine.gov>

Thu, May 28, 2015 at 3:25 PM

Laurie-

I hardly know what to say. This should not be this difficult. You sent us a bill last year - under your signature - for \$92,516 as our 'share' of the Community Connector. When I divide that number by our ridership - 44,000 - I get \$2.10 per ride. I have attached a copy of the bill.

I looked up what Orono pays for their share of the Community Connector - it is \$41,705 for the coming year according to their budget. How can it cost Orono less than half of what it costs Hampden?

I received an email from you with a worksheet that says we would save 8300 if we ended Saturday service. At the meeting last week you indicated that the savings would be \$16,000. Last year the number given was \$28,000. At this point to be honest I have no confidence in any numbers that have been provided since no one seems to know where they came from or how they were calculated.

I am sorry if that sounds harsh but this has been going on for weeks.

Without some sort of definitive answers - numbers - that can be quantified before Monday night I am not sure what the Council will decide to do in regard to the Community Connector.

Susan

[Quoted text hidden]

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 **DOC001.pdf**  
42K



Susan Lessard <manager@hampdenmaine.gov>

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## Hampden Estimated Costs---FY16.xlsx

4 messages

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Linscott, Laurie <laurie.linscott@bangormaine.gov>  
To: Susan Lessard <manager@hampdenmaine.gov>  
Cc: Don Cooper <donc@bactsmo.org>

Tue, May 26, 2015 at 11:01 AM

Sue,

Good Morning, I have attached this spreadsheet that outlines the local cost per ride per community. I hope this helps to explain the situation. As to the email from last year the \$28,964 amount did include the federal / state subsidy. I apologized for not mistake I found my sheet and I used \$50 per hour and that is the per hour cost including all revenue.

Would it be helpful to have a meeting so Don Copper and I can explain this better? Let me know, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax



Hampden Estimated Costs---FY16.xlsx  
23K

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Susan Lessard <manager@hampdenmaine.gov>  
To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Tue, May 26, 2015 at 4:58 PM

Hi Laurie -

The cost per ride for Hampden taxpayers is 44,000 rides divided into the \$96,000 that we will be charged for the BAT service for 2015/16. That is \$2.18 per ride. That is what I am talking about as a subsidy per ride from local tax dollars and that is what I was looking for for the other communities as well. Just the simple division of what we pay annually for the BAT service by the number of rides. That is what our property taxpayers 'see' as their cost - not the combination of Federal or State or fares.

At some point I would love to sit down with you and better understand this spreadsheet that you sent.

Thank you -

Susan

[Quoted text hidden]

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Sue Lessard

*Town Manager*

*Town of Hampden*

*106 Western Avenue*

*Hampden, ME 04444*

*(207)-862-3034*

*manager@hampdenmaine.gov*

---

**Don Cooper** <donc@bactsmo.org>

Wed, May 27, 2015 at 4:34 PM

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Cc: "manager@hampdenmaine.gov" <manager@hampdenmaine.gov>

Laurie; What is this \$96,000 that Sue Lessard is quoting? It must have been a total cost from some old communication, not the local cost that the town puts in. Hampden does not pay that much. In fact, they will be paying approximately \$33,000. The rest of the revenue is supplied from other sources.

Don

Donald Cooper

Senior Transportation Planner

BACTS

donc@bactsmo.org

T: (207) 974 3111

12 Acme Road

Suite 102

Brewer, Maine 04412

**From:** Linscott, Laurie [mailto:laurie.linscott@bangormaine.gov]

**Sent:** Wednesday, May 27, 2015 5:44 AM

**To:** Don Cooper  
**Subject:** FW: Hampden Estimated Costs---FY16.xlsx

Help?

Laurie Linscott, CCTM  
Bus Superintendent  
Community Connector  
481 Maine Ave  
Bangor, Maine 04401  
207.992.4672  
207.945-4992 fax

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**From:** Susan Lessard [mailto:manager@hampdenmaine.gov]  
**Sent:** Tuesday, May 26, 2015 4:59 PM  
**To:** Linscott, Laurie  
**Subject:** Re: Hampden Estimated Costs---FY16.xlsx

[Quoted text hidden]

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**Susan Lessard** <manager@hampdenmaine.gov>  
To: Don Cooper <donc@bactsmo.org>

Wed, May 27, 2015 at 6:00 PM

Laurie told me that Hampden's share of the BAT system this year would be \$96,000. Our cost this past year was mid \$80,000's. That is the number that I am talking about - it is what we are billed in quarterly installments.

Susan

[Quoted text hidden]

**Budget based on estimates**

Hampden

*Information from  
BAT Manager*

**Based on FY16 Budget**

|                           | 6days per week | 5days/week  |
|---------------------------|----------------|-------------|
| Annual Estimated Rides    | 44000          | 42509       |
| <b>Operating Revenue</b>  |                |             |
| Fares                     | 36500          | 35264       |
| Federal /State            | 33000          | 24660       |
| Local                     | 33000          | 24660       |
| Advertising               | 5000           | 5000        |
| Total                     | 107500         | 84584       |
| <br>                      |                |             |
| Total Operating Cost/ride | 2.44318182     | 1.989758168 |
| Local Cost/ride           | 0.75           | 0.580106357 |
| <br>                      |                |             |
| <b>Maintenance</b>        |                |             |
| Federal                   | 7500           | 7500        |
| Local                     | 1875           | 1875        |
| Total                     | 9375           | 9375        |
| <br>                      |                |             |
| <b>ADA</b>                |                |             |
| Federal                   | 10000          | 10000       |
| Local                     | 2500           | 2500        |
| Fares                     |                |             |
| Total                     | 12500          | 12500       |
| <br>                      |                |             |
| <b>Total Costs</b>        |                |             |
| Federal / State           | 50500          | 42160       |
| Local                     | 37375          | 29035       |
| Fares                     | 36500          | 35263.51792 |
| Total                     | 124375         | 106458.5179 |
| <br>                      |                |             |
| Overall Total Cost/ride   | 2.82670455     | 2.504349675 |
| Overall Local Cost/ride   | 0.84943182     | 0.683024658 |
| <br>                      |                |             |
| Total Local Savings       |                | 8340        |



25-10-55-15 10099  
Community Connector

Laurie Linscott  
Superintendent  
laurie.linscott@bangormaine.gov

Sherri Clark  
Operations Officer  
sherri.clark@bangormaine.gov

Jeremy Clay  
Compliance Assistant  
jeremy.clay@bangormaine.gov

September 8, 2014

Ms. Susan Lessard, Town Manager  
106 Western Ave.  
Hampden, ME 04444

Dear Susan,

Hampden's share of the anticipated deficit for Community Connector in FISCAL YEAR 2015 is \$92,516 calculated as follows:

|                                   |                 |
|-----------------------------------|-----------------|
| Estimated operating expenditures  | \$183,518       |
| Minus the sum of estimated:       |                 |
| Farebox Revenues                  | 36,415          |
| Advertising                       | 4,500           |
| Federal and State Subsidies       | 43,087          |
| ADA                               | 7,000           |
| <b>Hampden's share of deficit</b> | <b>\$92,516</b> |

*1st* This results in four quarterly payments of \$23,129 each, due on or before ~~October 15, 2014~~, and ~~January 15, April 15, and July 15, 2015~~. For your convenience quarterly invoices will be mailed prior to the above due dates.

*2nd 3rd*  
Hampden's local share reflects existing service levels, which includes Saturday service. Thank you for your continued support in the bus service.

\*Do not pay final quarter

Bangor will send us a final bill (usually Nov.)

Sincerely,

*[Signature]*  
Laurie Linscott  
Bus Superintendent

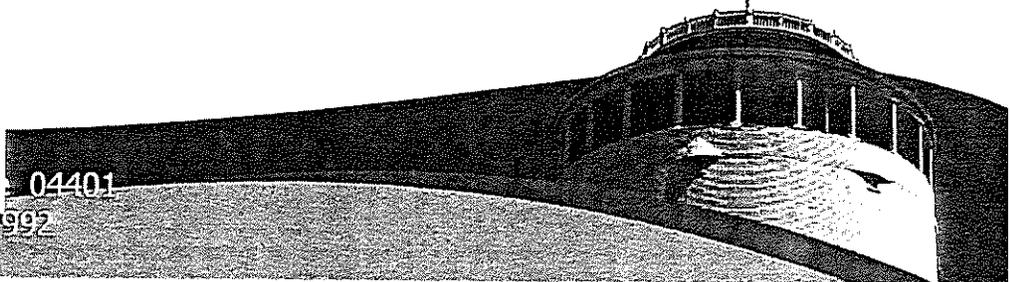
RECEIVED  
OCT 27 2014

BY:.....

04401

207.992.4670 Fax 207.945.4992

www.bangormaine.gov



May 26, 2011

Ms. Susan Lessard

106 Western Ave.

Hampden, ME 04444

Dear Susan,

Per your request for Saturday service for the Town of Hampden; BAT Community Connector has developed the following:

1. The Saturday service would run on the same schedule as the current weekday service (1 bus per hour leaving downtown Bangor at 15 minutes past the hour.)
2. The time that the first Hampden bus is scheduled to leave downtown Bangor bound for Hampden can be set to match the Saturday schedules of connecting routes.
3. The bus will run on every Saturday of the year.
4. Based on other BAT routes that have both weekday and Saturday service, and the average weekday ridership of the Hampden route; the average daily Saturday ridership that could be expected is 120. Other BAT routes, for example Brewer, typically have Saturday riderships of between 80% and 90% of usual weekday riderships. However, new service is notoriously difficult to forecast accurately.
5. The additional fare revenue that would be generated by this level of Saturday ridership is estimated to be \$2,500 annually.
6. Currently, all Federal and State subsidy is already allocated to services throughout the BAT service area, including Hampden. Unless levels of those non-local sources of subsidy increase, Hampden cannot expect additional Federal and State subsidy.

If the Saturday service were to mirror weekday service the annual cost would be \$30,888, resulting in a net operating cost of \$28,388 once fare revenue is accounted for. An option that the Town might consider is reduction of the service day by 2 hours, blending in with existing Saturday service. This would result in a net operating cost of \$23,230.

These numbers reflect our best estimate based on the 2011 budget. As the current agreement applies, the Town of Hampden would be responsible for the actual unfunded deficit. As the Saturday service becomes established, and riders habits accommodate the new options, the actual revenues will grow, reducing the net cost to the Town of Hampden. Should you need any additional information, please do not hesitate to call.



Susan Lessard <manager@hampdenmaine.gov>

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## Hampden Bus

2 messages

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**Susan Lessard** <manager@hampdenmaine.gov>  
To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Thu, May 22, 2014 at 9:35 AM

Good Morning-

The Council is reviewing our current bus operation and asked for some additional information. First, could I get the ridership breakdown from March of 2013 forward, not by day but by month for types of ridership (transfers, passes, etc.)? Also - could I get the cost of providing Saturday service? Do not include a federal subsidy offset please, just the cost of the Saturday service minus any estimated fees.

Thank you so much for your help and congratulations on your appointment!

Sue Lessard

Hampden

---

**Linscott, Laurie** <laurie.linscott@bangormaine.gov>  
To: Susan Lessard <manager@hampdenmaine.gov>

Tue, May 27, 2014 at 2:06 PM

Good Afternoon, Your savings would be \$28,964. Thank you so much. If you need any more information please let me know.

Thanks again, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax

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**From:** Susan Lessard [mailto:manager@hampdenmaine.gov]

**Sent:** Thursday, May 22, 2014 9:36 AM

**To:** Linscott, Laurie

**Subject:** Hampden Bus

Good Morning-

The Council is reviewing our current bus operation and asked for some additional information. First, could I get the ridership breakdown from March of 2013 forward, not by day but by month for types of ridership (transfers, passes, etc.)? Also - could I get the cost of providing Saturday service? Do not include a federal subsidy offset please, just the cost of the Saturday service minus any estimated fees.

Thank you so much for your help and congratulations on your appointment!  
Sue Lessard  
Hampden

DRAFT  
INFRASTRUCTURE COMMITTEE MINUTES  
Tuesday, May 26, 2015

D-5-a  
D-5-b  
D-5-c

Attending:

|                                     |                             |
|-------------------------------------|-----------------------------|
| Councilor Dennis Marble             | Councilor Terry McAvoy      |
| Councilor William Shakespeare       | Councilor Stephen Wilde     |
| Mayor David Ryder                   | Susan Lessard, Town Manager |
| Randy Gardner, Gardner Construction |                             |

The meeting was opened at 6 p.m. by Councilor Marble.

An item was added to the agenda under new business –

3. b – Request to Close Lower Coldbrook Road for Water District project – Randy Gardner of Gardner Construction attended the meeting to request permission from the Council to close the lower end of Coldbrook Road to all but local travel for a period of 7 - 10 days beginning June 8<sup>th</sup> to do a portion of the water line replacement project for the Hampden Water District. The Committee asked that proper notifications be made, that work was not also being done on Route 1A North at the same time, and that appropriate traffic control measures would be taken. Motion by Councilor McAvoy, seconded by Mayor Ryder to recommend to the full Council that permission be granted to Gardner Construction to close the lower end of Coldbrook Road for a period of 7-10 days beginning June 8<sup>th</sup> for a water line replacement project. Unanimous vote in favor.

1. MINUTES – 04/27/2015 Meeting – Motion by Councilor McAvoy, seconded by Councilor Shakespeare to approve the minutes as presented. Unanimous vote in favor.
2. OLD BUSINESS
  - a. Video/Audio Equipment Replacement – Motion by Councilor Wilde, seconded by Councilor McAvoy to recommend to the full Council to put the audio/video equipment replacement project out to bid. Unanimous vote in favor.
  - b. Flags Project – Councilor Shakespeare reported that he and former Councilor Tom Brann had put up the flags on the telephone poles. He indicated that many of the flag holders were in bad shape and that there were not sufficient flags for all the holders that were on the poles. There was extended discussion on how large a coverage area there should be, what the options were for different holders, and what the cost of holders and replacement flags would be. Councilor McAvoy said that he could make holders for the flags. Councilor Shakespeare will continue to research holders, the Town Manager will get firm prices on the flag/pole combination and this will be on the Infrastructure Committee agenda in June.
3. NEW BUSINESS
  - a. Well Pump Failure – Snowmobile Club – The Town Manager explained that there had been a line break in the water line to the cemetery that utilizes the well for the Snowmobile Club. As a result, the well was

pumped dry. Shortly after that, the pump failed. The Club has requested whether the Town will help with the pump replacement costs. Due to the age of the pump, the Town Manager recommended that the Town cover \$500, or approximately 25% of the cost. Motion by Mayor Ryder, seconded by Councilor Wilde to recommend to the Council that the Town fund \$500 of the replacement cost of the well pump at the Snowmobile Club due to the water line break at the cemetery that caused the well to be pumped dry. Unanimous vote in favor.

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

Mayor Ryder asked about having trash cans in cemeteries, reported that Jamie Leonard would be starting work on repair of the wall in front of Dorothea Dix Park, and asked about the status of parking expansion at the pool and the town office. The Manager will invite Jim Wilson of Woodard and Curran to the next meeting to discuss the parking expansion options that may require a Site Plan through the DEP.

Councilor Shakespeare asked why there was no water at Dorothea Dix Park on Memorial Day weekend. He also reported that Snowman's printing would be doing all the printing for Children's Day at no charge.

Councilor McAvoy asked if there were signs at Dorothea Dix and at Cemeteries stating that the water provided was not for drinking. The Manager will check on that.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

D-5-C

# Cable TV upgrade - Equipment Specifications

Worksheet

Client Name: **Susan M. Lessard**  
 Title: **Town Manager**  
 Company: **Town of Hampden**  
 Address 1: **106 Western Avenue**  
 Address 2: **Hampden, Maine**  
 ZIP: **04444**

| QTY                           | MFG          | Model         | Description                             | Unit Sell | Sell           |
|-------------------------------|--------------|---------------|---|-----------|----------------|
| <u>AUDIO</u>                  |              |               |   |           |                |
| 2                             | Shure        | SCM810        | Auto Mixer                              | \$1,260   | \$2,520        |
| 6                             | Sound Tube   | RS-4EZ-WH     | Standard                                | \$104     | \$624          |
| 1                             | Extron       | 60-850-01     | 200w 70v Amp                            | \$414     | \$414          |
| 1                             | Extron       | 60-190-01     | Rack Shelf                              | \$78      | \$78           |
| 1                             | Radial       | RAD-PROAV1    | Passive 1 channel DI with stereo inputs | \$131     | \$131          |
| 1                             | Creston      | DM-TX-201-C   | DM Transmitter with HDMI, VGA and Audio | \$780     | \$780          |
| 1                             | Creston      | DM-RMC-100-C  | DM Receiver                             | \$780     | \$780          |
| 1                             | FM Systems   | ALM473        | Automatic Level Master                  | \$620.00  | \$620          |
| 1                             | FM Systems   |               | 400 SERIES STAND ALONE MOUNT            | \$245.00  | \$245          |
| 1                             | Fostex       | SAM-400 RM-3  | Audio Monitor                           | \$500     | \$500          |
| 6                             | AC-RSEZ-HH-2 | QTY TBD       | 20' hanging kit QTY TBD                 | \$47      | \$282          |
| 1                             | TASCAM       | TCM-SS-R200   | Single-rackspace Solid State Recorder   | \$550     | \$550          |
| 2                             | Tecnic       | 8XLM-8XLF-100 | 8-Channel XLR-F-XLRM Audio Snake 100ft  | \$278     | \$556          |
| 1                             | Tecnic       | Misc TBD      | Audio Cables I/O                        | \$240     | \$240          |
| 1                             | Procurve     | 1920-16G      | 16 Port Data switch                     | \$300     | \$300          |
| 1                             | RDL          | STD-10K       | Audio Combiner                          | \$75      | \$75           |
| <b>Audio Components Total</b> |              |               |   |           | <b>\$8,695</b> |
| <u>VIDEO</u>                  |              |               |   |           |                |

|                                    |           |                |  |                               |                 |
|------------------------------------|-----------|----------------|--|-------------------------------|-----------------|
| 1                                  | Sony      | MCS8M          | Compact Audio Video Mixing Switcher                                | \$5,940                       | \$5,940         |
| 3                                  | Panasonic | AW-HE60H       | HD/SD pan/tilt/zoom camera   | \$3,800                       | \$11,400        |
| 3                                  | Vaddio    | 535-2000-223   | Wall Mount for AW-HE60H camera                                     | \$195                         | \$585           |
| 1                                  | Panasonic | AW-RP50        | Sub-compact remote camera controller                               | \$1,914                       | \$1,914         |
| 1                                  | LG        | 32LS33A-5D     | 32" monitor w/ 200x200VESA   | \$494                         | \$494           |
| 1                                  | Dynex     |                | 19" LED 720  | \$125                         | \$125           |
| 1                                  | Ikegami   | ULE-217        | 21.5 HD monitor w/ HD-SDI  | \$824                         | \$824           |
| 1                                  | JVC       | SR-HD2500US    | BLU-RAY DISC & HDD RECORDER w/HDSDI                                | \$3,570                       | \$3,570         |
| 1                                  | AJA       | FS1            | HD/SD Frame Synchronizer UDC                                       | \$3,146                       | \$3,146         |
| 1                                  | DECIMATOR | MD-RDA         | HD/SDI DA  | \$300                         | \$300           |
| 1                                  | AJA       | Audio Breakout | 25pin to XLR   | \$120                         | \$120           |
| 1                                  | AJA       | MISC DA UDC    | TBD Baeds on CAD Drawing   | \$1,440                       | \$1,440         |
| 1                                  | Extron    | 60-1324-02     | SMP 351 3G-SDI - H.264 Streaming Media Processor with 3G-SDI Input | \$3,594                       | \$3,594         |
|                                    |           |                |  | <b>Video Components Total</b> | <b>\$33,452</b> |
| Labor                              |           |                |  | \$6,000                       |                 |
| Programming                        |           |                |  | \$0                           |                 |
| Cables and Connectors and Hardware |           |                |  | \$695                         |                 |
| Freight Est.                       |           |                |  | \$700                         |                 |
| <b>SYSTEM TOTAL</b>                |           |                |  | <b>\$49,542</b>               |                 |
| <b>OPTIONS</b>                     |           |                |  |                               |                 |

| QTY | MFG | Model | Description | Unit Sell | Sell |
|-----|-----|-------|-------------|-----------|------|
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Other Items to Consider